

MINUTES: March 21, 2017

MEETING: NORTH FLORIDA COMMUNITY COLLEGE
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Mike Williams, Chair
Mr. John Grosskopf, President
Mrs. Sandra Haas
Mr. David Howell
Mr. Billy Washington
Mr. Al Williams
Mr. Gary Wright

ABSENT: Mrs. Sharon Benoit
Mr. Travis Coker
Mr. Ricky Lyons

STAFF PRESENT: Ms. Cissy Adleburg
Mr. Andy Barnes
Mr. David Dunkle
Ms. Cindy Gaylard, Recording Secretary
Ms. Kay Hogan
Mr. Scott Hubert, Audio Visual Technician
Ms. Charlotte Hughes
Mr. Bill Hunter
Dr. Cheryl James
Mr. Skip James
Dr. Carol O'Dell

Mr. Bruce Leinback, Board Attorney

The Board meeting was called to order by Chairman Williams, who led the group in the pledge of allegiance to the flag following the opening prayer by Mr. Washington.

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

MOTION: (Mrs. Haas/Mr. Al Williams) That the District Board of Trustees approves the minutes as presented of the January 17, 2017 regular Board meeting. The motion carried unanimously.

MOTION: (Mr. Washington/Mrs. Haas) That the District Board of Trustees approves to advertise changes/additions to the Policy Manual for the following policies:

- **2.02 Instructional Personnel: Qualifications for Instructional Positions**
- **2.23 Academic Affairs: Full-Time Faculty Qualifications**
- **2.24 Instructional Personnel: Part-Time and Adjunct Instructor Responsibilities and Qualifications**

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

MOTION: (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves the revised Addendum No. 1 to Affiliation Agreement between North Florida Community College and LP Live Oak, LLC dba Surrey Place Care Center as presented at the meeting. After an overview by Mr. Dunkle, the motion carried unanimously.

Mr. Dunkle reported the following:

- SACSCOC has accepted our notification to begin offering the PSAV Commercial Truck Driving program.
- Dr. Townsend sent in our application for candidacy to the Accreditation Commission for Education in Nursing (ACEN) for both the RN and BSN programs, and we have been deemed eligible to participate in this process. We must now send in a self-study prior to having a site visit.
- Graduates of the most recent RN class have taken their state boards, and 22 of the 23 students passed. (This is our 10th year having the RN program.)

MOTION: (Mrs. Haas/Mr. Wright) That the District Board of Trustees approves to advertise changes/additions to the Policy Manual for the following policy:

- **1.00 Introduction**

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

MOTION: (Mr. Washington/Mr. Al Williams) That the District Board of Trustees approves the warrant list for February 2017 as presented. The motion carried unanimously.

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

MOTION: (Mr. Howell/Mrs. Haas) That the District Board of Trustees approves the list of property deletions as presented at the meeting. After an overview by Mr. Barnes, the motion carried unanimously.

Mr. Barnes presented the following miscellaneous state reports as items of information:

- Financial Aid Fee Report
- Technology Expenditure Analysis (TEA) Report
- Report of Actual Services and Expenditures for Students with Disabilities

Mr. Barnes presented the following information:

- Proposal Summary regarding an offer by Windstream, a bandwidth service provider. He advised that we currently have a contract with Century Link/Comcast, but we have an offer by Windstream to provide approximately five times the amount of service we are currently

- getting to the campus for about the same price. He said we are looking into this option and might be bringing a separate contract to the Board for review at a later date.
- We signed the Audit Management Representation letter today, so the audit should be published within a week or so.

Dr. James presented the report of the Office of Development and External Affairs and discussed the following:

- Several donations to the Foundation including the following:
 - March 2, 2017 – Madison County Community Bank - \$4,000.00
 - March 2, 2017 – GA-PAC - \$3,000.00
 - March 3, 2017 – Harry Gray, III - \$5,000.00
- Jay Johnson Community Leadership Scholarship
- FAMU Alumni – Madison Chapter Scholarship
- Meeting with the Foundation’s Investment Committee
- Meeting with Dr. Alvin Jackson - Suwannee County Foundation Director
- Working with Suwannee River Junior College Celebration Committee
- Scholarship Application Deadline for Summer Term is April 28.
- Karen Everett is recovering from a heart attack.
- Sold out Artist Series performance – The Peking Acrobats
- Ms. Scarboro is meeting with Chambers of Commerce in various counties.
- Office of College Advancement Upcoming Events

Dr. James introduced, and the Board welcomed Coordinator of Grants Charlotte J. Hughes, who addressed the Board and reported that she is excited to be at NFCC and is currently working on the Strengthening Institutions Grant worth \$2 Million over a five-year period.

PRESIDENT’S HIGHLIGHTS

President Grosskopf presented a legislative update and discussed the following:

- Senate Bill 374; Senate Bill 2; and House Bill 3
- The Senate has not filed or advanced any college name change bills, so the name of our college might not change for another legislative year.

ATTORNEY TIME

- Attorney Leinback gave a lift station update and reported that the Florida Rural Water Association, which does the rate study and analyses for counties and municipalities with regard to sewer rates, has volunteered to assist the City in the development of the surcharge, and he has provided that information to City Attorney Tommy Reeves.
- Regarding Kids Incorporated, Attorney Leinback reminded the Board that we had created a Public Information Act request to the Federal Government, and he reported that we did not get our documents, but we did get a request for us to prepare a Release of Federal Interest in the property that we own that has been leased by the Kids First Organization. He said we prepared that and sent it to Atlanta, and the Health and Human Services representative signed

it, and it will be recorded in the public records, and the College property will no longer be encumbered. With regards to Kids Incorporated, Attorney Leinback said he has requested that they provide us with evidence of their continued funding for operation of a Head Start program, as that is one of the prerequisites to any renewal of the lease agreement.

Dr. Carol O'Dell reported that faculty, administrators, and she are working really hard to make the April 3 deadline for the Second Monitoring Report to SACSCOC, and her goal is to get it out by the end of March.

GOOD OF THE ORDER

Mrs. Haas expressed concerns about the lift station issue taking so long. She also said she would like to ask the President and Board Chair to develop some sort of evaluation for the Board Attorney, as she believes evaluations can be a beneficial tool.

MOTION: (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves for the President and Board Chair to create an evaluation form for evaluating the Board Attorney. During discussion it was agreed that President Grosskopf will get examples from other institutions, and Mr. Hunter will get attorney pay scales from other institutions. After discussion, the motion carried unanimously. It was decided that the information will be presented at the next meeting.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on April 18, 2017, at 5:30 p.m. in the North Florida Community College Board Room.

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

John Grosskopf
President

Michael R. Williams
Chair

/cmg