

MINUTES: August 20, 2019

MEETING: NORTH FLORIDA COLLEGE
MADISON, FLORIDA

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

TRUSTEES ABSENT: Mrs. Sharon Benoit

STAFF PRESENT: Mr. Larry Akers
Ms. Denise Bell
Mr. Andy Barnes
Mr. Rick Davis
Ms. Kay Hogan
Mr. Bill Hunter
Ms. Jennifer Page
Mr. Matthew Ortensie, Audio Visual Technician
Ms. Kim Scarboro
Ms. Michelle Wheeler, Recording Secretary

Mr. Rob Sniffen, Board Attorney

VISITORS PRESENT: Ms. Linda Sue Jones, Kids Inc.
Ms. Lafonda Wilson, Kids Inc.

The Board meeting was called to order at 5:32 p.m. by Chairman Williams, who led the group in the pledge of allegiance to the flag followed by the opening prayer by Mr. Travis Coker.

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

Chairman Williams turned the next 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.

NOMINATION: (Mr. Lyons/Mr. Wright) That the District Board of Trustees nominates Mr. Mike Williams to remain in his position as Chair. The motion carried unanimously.

MOTION: (Mr. Washington/Mr. Al Williams) To close the slate and name the sole candidate, Mr. Mike Williams, Board Chair. The motion carried unanimously.

NOMINATION: (Mr. Wright/Mr. Al Williams) That the District Board of Trustees nominates Mr. Ricky Lyons to remain in his position as Vice Chair. The motion carried unanimously.

MOTION: (Mr. Washington/Mr. Coker) To close the slate for the position and name Mr. Ricky Lyons, Vice Chair. The motion carried unanimously.

Mr. Mike Williams and Mr. Ricky Lyons each agreed to continue serving in their positions.

President Grosskopf turned the meeting back over to Chairman Williams.

MOTION: (Mr. Coker/Mr. Al Williams) That the District Board of Trustees approves that the regular monthly Board meetings continue to be held on the third Tuesday of each month, at 5:30 p.m., in the North Florida College Board Room as the primary location. The motion carried unanimously.

MOTION: (Mr. Al Williams/Mrs. Haas) That the District Board of Trustees approves the minutes of the June 18, 2019 Budget Workshop; and the June 18, 2019 regular Board meeting as presented. The motion carried unanimously.

STUDENT SERVICES

MOTION: (Mrs. Haas/Mr. Lyons) That the District Board of Trustees approves the production contract for Disney's The Little Mermaid Jr. contingent upon the Board Attorney's review and approval. This recommendation will allow North Florida College's Sentinel Upstage Players to have three performances on January 24 & 25, 2020. The motion carried unanimously.

EMPLOYEE SERVICES

MOTION: (Mr. Washington/Mrs. Haas) That the District Board of Trustees approves the personnel recommendation of hiring Lura Sapp as the Coordinator of the NSF STEM SEALs program grant and Jamen Brock as the Tutor Lab Manager. The motion carried unanimously.

MOTION: (Mrs. Haas/ Mr. Washington) That the District Board of Trustees approves a 4% increase to the minimum and maximum salary range levels of the currently approved NFC Salary Schedule and to increase the number of years salary cap from 30 to 35 years for all employees. This change will increase all current and future employees' salary and hourly rates by 4% effective retroactively to July 1, 2019. The cost of increasing the salary schedules by 4% for current employees will be approximately \$240,000. Revenues exceeded expenditures by \$308,500 for fiscal year 2018-2019. The \$308,500 excess is identified as recurring and is available to allocate to recurring costs such as salary increases. The motion carried unanimously.

MOTION: (Mr. Lyons/Mr. Howell) That the District Board of Trustees approves the contract with Suwannee River Counseling Services (SRCS) to offer student counseling services. This recommendation will provide crisis intervention and short-term counseling for students as well as emergency counseling if needed for recommended employees. The motion carried unanimously.

ADMINISTRATIVE SERVICES

MOTION: (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves the July 1, 2019-July 31, 2019 Warrant List. Mr. Barnes highlighted the first section of the first page to the total of about \$65,000 noting that this is about half of the cost of the Live Oak center. The motion carried unanimously.

Mr. Barnes presented the Revenue and Expenditure Report as an informational item. He stated that the format of the report has been updated to match the budget for readability and ease of comparison purposes. Mr. Mike Williams requested that the new format be mobile-friendly for viewing on an iPad.

Mr. Barnes also presented the Statement of Account and highlighted the current 2.52% rate of earnings at the State Board of Administration in the Florida Prime Account. As was done last year, another \$1 million will be moved from the local bank into this account in order to generate another \$25,000 in revenue. The account will generate approximately \$110,000 of interest income this year.

DEVELOPMENT AND EXTERNAL AFFAIRS

President Grosskopf presented a 5-year plan showing the Foundation's recognition of the expectation and possible legislative necessity to become self-sufficient within 5 years. Ms. Judy Lundell has worked with the Foundation Board and has generated this plan which shows growth in the cost to operate the Foundation and a decrease in the expected College Contribution. This plan projects self-sufficiency with zero funds for College support by the 2023-2024 fiscal year. The Foundation and its Board are receptive to guidance from the Board of Trustees and the philosophy of operating like a business by paying its own bills is understood.

MOTION: (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves the recertification of the NFC Foundation as the DSO authorized to be the fundraising arm of the College. The motion carried unanimously.

COLLEGE ADVANCEMENT

MOTION: (Mr. Lyons/Mrs. Haas) That the District Board of Trustees approves the following contracts for the 2019-2020 NFC Artist Series Season:

1. The Spinning Tales of Cinderella on Ice/February 16, 2020/Fee: \$6,000
2. Bits N Pieces Puppet Theatre – Princess Thumbelina/October 29, 2019/Fee: \$2,400

This recommendation will enhance the 2019-2020 NFC Artist Series season and offer arts education and cultural enrichment to the NFC community. The motion carried unanimously.

MOTION: (Mr. Washington/Mr. Coker) That the District Board of Trustees approves North Florida College's new branding images – Logo and College Seal pending official vetting and trademarking of these images by an attorney. The motion carried unanimously.

Ms. Scarboro also invited the Board to a community celebration on August 27, 2019 at the Student Center.

PRESIDENT'S HIGHLIGHTS

1. On August 5, 2019, the Madison County Chamber of Commerce began a lunch time discussion series to which NFC was invited to make the inaugural keynote presentation. President Grosskopf was excited to feature the College within the district.
2. The Commissioner of Education addressed the college Presidents saying he would like to see the discontinuation of colleges using lobbyists and personally become the advocate of our system. President Grosskopf expressed his concern as to how NFC would receive reliable and current information without a government relations person. The Commissioner acknowledged the concern and his response will be shared with the Board for additional discussion and guidance on how to proceed.

ATTORNEY TIME

MOTION: (Mr. Washington/Mr. Coker) That the District Board of Trustees approves the Termination of Agreement of Purchase and Sale with Kids, Inc. The motion carried unanimously.

Mr. Sniffen provided an update regarding ongoing negotiations with Kids Inc. who has prepared a Lease Agreement Term Sheet that needs to be fleshed out to include additional items required by this Board regarding having no Federal Liens, no first right of refusal, and no ceiling on the purchase amount. Mr. Sniffen stated they must also work through some insurance issues to include NFC as an additional insured on any general liability policy taken out by Kids Inc.

MOTION: (Mr. Coker/Mr. Washington) That the District Board of Trustees approves Sniffen & Spellman and President Grosskopf to continue to negotiate with Kids Incorporated on additional terms and come up with a counter offer to be accepted by a set date. The motion carried unanimously.

Mr. Sniffen expressed his gratitude for the NFC staff who submit contracts for his review in a timely manner with clear instructions and turnaround times.

Lift Station Litigation: The scenarios under consideration are evolving to include two options.

Both are compromises for a fixed period of time to allow them to prepare for the expense of installing their own electricity.

Scenario 1: The City would pay the College \$200 per month for electricity for 1 year in advance. We would allow the City 5 years to run power directly to the lift station and at that point, all responsibility would move to the City.

Scenario 2: The City would pay the College \$200 per month for electricity for 1 year in advance. Within 5 years, the City would install their own sub-meter at their expense and pay the provider directly for their electricity from then on.

The protection for the College is that, during this period where they are paying for the electricity through us monthly, they would not be able to add any additional users on to the line and they would be responsible for maintenance and upkeep of the lift station as per the settlement agreement.

There is a hearing coming up at the end of the 60-day period ordered by the Judge during which Mr. Sniffen plans to request an extension in order to conclude the negotiations.

GOOD OF THE ORDER

Mr. Washington had a conversation with a State Board of Education member who recommended that we invite the State Board to have a meeting here on our campus, which would bring them here and allow us to show them what we do. President Grosskopf stated that he sent an invitation to this end.

Mr. Washington also informed the Board that Margaret Ann Cooper, of Smith Abstract & Title, has requested that Mr. Williams come to their office and sign the Satisfaction of Mortgage for the Reunion Center.

Mr. Howell inquired about the College's Active Shooter plan. President Grosskopf stated that we have a Continuity of Operations plan and periodic practice drills to prepare the campus for this possibility.

Mr. Lyons inquired about the memo regarding mold in Building 7. President Grosskopf stated that moisture and mildew damage was found and quality tests are currently being conducted to make sure it is safe to go back in, but it looks as if we will be putting in a claim for insurance to replace some ceiling tiles and carpeting. Mr. Hunter stated that we are waiting on the test results to see exactly what type of mold was found and what will need to be done. It appears the AC unit was not bringing in enough external air which increased humidity and moisture within the building.

Chairman Williams announced that the next regular meeting of the District Board of Trustees will be held on September 17, 2019, at 5:30 p.m., in the North Florida College Board Room.

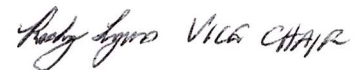
The meeting adjourned at 6:14 p.m.

Respectfully submitted,



John Grosskopf

President



Michael R. Williams

Chair

/mmw