

MINUTES: April 21, 2015

MEETING: NORTH FLORIDA COMMUNITY COLLEGE  
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Mike Williams, Chair  
Mr. John Grosskopf, President  
Mrs. Sharon Benoit  
Mr. David Howell  
Mr. Ricky Lyons  
Mr. Billy Washington  
Mr. Gary Wright

ABSENT: Mrs. Sandra Haas

STAFF PRESENT: Ms. Cissy Adleburg  
Mr. David Dunkle  
Dr. Sharon Erle  
Ms. Cindy Gaylard, Recording Secretary  
Ms. Kay Hogan  
Mr. Scott Hubert, Audio Visual Technician  
Mr. Bill Hunter  
Dr. Cheryl James  
Mr. Skip James  
Ms. Amelia Mulkey  
Ms. Kim Scarboro  
Mr. John Sirmon  
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 following the opening prayer by Mr. Lyons.

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

**MOTION:** (Mr. Wright/Ms. Benoit) That the District Board of Trustees approves the minutes of the March 24, 2015 regular Board meeting as presented. The motion carried unanimously.

**MOTION:** (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the Career Pathways Articulation agreements with the following:

- Hamilton County School Board
- Suwannee County School Board

Mr. Dunkle advised that this will provide a method of granting postsecondary course credit for learning and skills accomplished as part of secondary school instruction. He further advised that the secondary schools, Suwannee-Hamilton Technical Center, 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.

Mr. Dunkle announced the following:

- On Wednesday, April 22, there will be a Manufacturing Job Fair in the Automation and Production Technology lab, and employers from our area will be in house to discuss employment opportunities. The students will be able to meet individually with the employers and can schedule an interview if desired.
- On March 31 a representative from Small Business Development Center presented a workshop on six ways to increase internet presence for small businesses, and approximately 50 people attended the event. It was very engaging, and another workshop is being planned for the fall.
- Bill Eustace, Instructor for the Automation Production Technology program, received national professional recognition by passing all four Production Technician Certifications and earning his Manufacturing Skill Standards Council (MSSC) Certified Production Technician industry credential. He also received the Green Production Certification, which is a huge milestone.

**MOTION:** (Mr. Washington/Ms. Benoit) That the District Board of Trustees approves the Dual Enrollment Articulation Agreements 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 2015-2016 academic year; and the Dual Enrollment Articulation Agreement between North Florida Community College and home education students for the 2015-2016 academic year. After an overview by Ms. Wheeler, the motion carried unanimously.

Ms. Wheeler advised that she will be retiring in May, and she introduced Ms. Kay Hogan who will be the new Dean of Student Services.

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

- Hiring of Hope Johnson as Coordinator of Library Services
- Resignation of Randy Kosec as Coordinator of Criminal Justice

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

**MOTION:** (Mr. Washington/Mr. Howell) That the District Board of Trustees approves to advertise changes to the Policy Manual as discussed at the meeting for the following policy:

- 4.54 Employment/Student Policy on Pandemics (New Policy)

President Grosskopf discussed some administrative concerns over some of the language in the policy, and Mr. Washington amended his motion to approve to advertise the policy with the revised language discussed at the meeting, and Mr. Howell and the other Trustees were in agreement with the amended motion. The motion to advertise the policy with the revised language carried unanimously.

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

- 4.116 Vacation Benefits (Annual Leave) (Changes to Current Policy)

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

**MOTION:** (Mr. Washington/Mr. Wright) That the District Board of Trustees approves the warrant list for March 2015. The motion carried unanimously.

The Revenue and Expenditure Report for March 2015 was presented as an item of information, as was the Statement of Account for March 2015, and Ms. Mulkey gave an overview.

**MOTION:** (Mr. Wright/Mr. Washington) That the District Board of Trustees approves the utilization of the Standard Form A121, Master Agreement Between Owner and Contractor, Document AIA with Addendum No. 1 with revised pages 1; 4; and 8 submitted by Attorney Leinback. Ms. Mulkey advised that this standard contract form is provided by the American Institute of Architects to utilize when work is performed under multiple work orders, and Attorney Leinback's Addendum is attached. After an overview by Ms. Mulkey, the motion carried unanimously.

Ms. Mulkey advised that she is normally trying to schedule a budget workshop for the Trustees, but depending on the timing of the Legislature approving the budget, we are hoping to have the information in time to present a budget in June.

Dr. Cheryl James presented information regarding each area in her department of Development and External Affairs and also mentioned the following:

- She has been attending as many functions as possible talking about NFCC and the need for our Foundation to raise money for our scholarships, faculty, and programs.
- Gina Rutherford is working on scholarships, and the deadline for receiving scholarship applications is April 28.
- We are working on cleaning up the records for the Florida Pre Paid Scholarship Account so that the districts can reinvest their money to help future students.
- Nancy Lillis is working on the Title III Grant.
- Kim Scarboro is advertising and promoting the Summer Term and the various programs of the College, as well as working on some great shows for the Artist Series and working with the Foundation.

### PRESIDENT'S HIGHLIGHTS

- President Grosskopf advised of a fish kill in the pond behind Building 2. A water sample has been sent to the Fish and Wildlife Commission lab. Probable cause is algae bloom suffocation, but it is being researched.
- He discussed the following legislative issues:
  - Budget still in limbo pending federal events; Legislature will likely go into special session; College will plan a carry forward budget to keep the College running.
  - Still need to push compression funding issue, as it is critical for our College.
  - Baccalaureate Bill was killed; many of those issues have shown up in an amendment by Senator Gaetz in Senate Bill 948.
  - Enrollment cap
    - Colleges with below 10% of baccalaureate degree enrollment could grow 7% of total enrollment.
    - Colleges with 10% or above could grow by 5% of total enrollment.
  - Name change
    - Remove all name change requirements for individual colleges.
    - Agree to name change for Florida College System to Florida Community College System.
  - Modified timeline of 120 days for notice of intent to apply for baccalaureate degree, and 90 days for ICUF/SUS institutions to respond
  - Modified 3<sup>rd</sup> party review of data for baccalaureate degree to clarify that only **one** 3<sup>rd</sup> party review is needed instead of **two**.
  - Relocation of upper division programs to “secondary mission.”

### ATTORNEY TIME

Attorney Leinback presented copies of the agreement regarding Florida College System Risk Management Consortium and advised that the document is an update to what we have had in place for years for insurance services through our Risk Management Consortium.

**MOTION:** (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the Florida College System Risk Management Consortium agreement as presented. After an overview by Attorney Leinback and discussion by the Board, the motion carried unanimously.

A copy of the Office of Institutional Effectiveness, Research, & Accreditation (OIERA) newsletter for the month of March 2015 was included as an item of information.

### GOOD OF THE ORDER

- Mr. Lyons inquired about the progress of the sale of the Mansion, and President Grosskopf commented that he has a meeting with a potential buyer on Saturday, April 25.

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- Mr. Williams expressed thanks and appreciation for the phone calls, cards, flowers, words of sympathy, and especially the prayers during the passing of his father.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees meeting will be held on May 19, 2015, 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