

MINUTES: May 20, 2014

MEETING: NORTH FLORIDA COMMUNITY COLLEGE
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Mike Williams, Chair
Mr. John Grosskopf, President
Ms. Sharon Benoit
Dr. Bill Brothers
Ms. Dawn Gunter
Mr. Ricky Lyons
Mr. Billy Washington

ABSENT: Mr. Brantly Helvenston
Mr. Gary Wright

STAFF PRESENT: Ms. Cissy Adleburg
Mr. Andy Barnes
Mr. David Dunkle
Dr. Sharon Erle
Ms. Cindy Gaylard, Recording Secretary
Mr. Scott Hubert, Audio Visual Technician
Ms. Kim Halfhill
Mr. Bill Hunter
Mr. Skip James
Ms. Amelia Mulkey

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. Lyons.

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

MOTION: (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves the minutes of the April 15, 2014 regular Board meeting as presented. The motion carried unanimously.

MOTION: (Ms. Gunter/Mr. Washington) That the District Board of Trustees approves to advertise changes in Board Policy #2.37 – Academic Affairs: Effective Catalog for Program Requirements as presented at the meeting. After an overview by Dr. Erle, the motion carried unanimously.

President Grosskopf distributed copies of information regarding Student Success and stated that the vast majority of our business is still the AA Degree and transfer to a university. He presented a list of career and technical education programs that for the past fifteen years the College has closed down for various reasons. He commented that the College had not been making a definite and purposeful intent to replace those with more viable and relevant programs and on a statewide profile, NFCC is way behind the curve of where we need to be in providing career and technical education for our district. He presented a list of new additions to our academic degree and certificate programs during the last five years and commented that while the majority of those are academic degrees and certificates, the focus of most of these has been ready to work credentialing. He said that with David Dunkle on board, we have a skill set and talent proficiency that the College has not had, and a leader that is going to be able to take us into understanding the district needs for career and workforce training and building the kinds of programs that are needed to serve our district.

President Grosskopf presented an overview regarding Perkins Funding and gave the history of allocation for the College and the school districts and reported that NFCC has contributed \$3.5 Million to the building of secondary level career and technical education programs in our district by not applying for any or all of these funds for which NFCC is eligible. He said that at the decline of the economy, he communicated to the superintendents that the College could not continue to maintain that level of support but would need to request a portion of these funds to build our own career and technical education offerings. He submitted the following Carl Perkins Rural and Sparsely Populated allotment timeline:

- Summer 2009: NFCC informed district superintendents and the North Florida Career Pathways Consortium that the College would be requesting half of the Perkins funding to expand our CTE offerings. Districts informed us that this would create hardships, as their budgets had already been completed and approved. NFCC conceded to request to delay sharing funds for a year.
- Summer 2010: NFCC did not have all components in place to begin earnest expansion of programs. Informed district superintendents although we had declared our intention to seek funds, we would not do so this year but would be fully prepared to do so the following year. The College also honored a request to allow for a slower transition, and we agreed to request 1/3 of the funding the first year, and 1/2 the following year.
- Summer 2011: NFCC receives 1/3 Perkins Rural allocation, and school districts receive 2/3.
- Summer 2012: NFCC and school districts split funding 50% / 50%.
- Summer 2013: NFCC and school districts split funding 50% / 50%.
- 2014: NFCC initially proposes continuation of same agreement.
 - Hamilton County: Counterproposal of 70% Hamilton / 30% NFCC split, with an expressed preference that 100% go to Hamilton County School District. (Discussions ongoing)
 - Jefferson County: Agreed to 50% / 50% funding split.
 - Lafayette County: Counterproposal of 70% Lafayette / 30% NFCC split. (Discussions ongoing)

- Madison County: Agreed to 50% / 50% split.
- Suwannee County: Agreed to 50% / 50% split.
- Taylor County: Counterproposal of 70% Taylor / 30% NFCC split.
(Discussions ongoing)

President Grosskopf commented that he believes the greatest area of growth for NFCC is in Career and Technical Education.

Mr. Dunkle commented that this is a very exciting and busy time with the new programs that are beginning this Fall. He reported that renovation is underway for lab space, and top of the line equipment is on order. He is talking with manufacturers who want to partner with us in getting people certified to work on equipment and trained to work in other areas of the industry. He said there are many people needing to receive training, and we are going to work with those. He discussed some of the new programs and advised that we have a workforce development grant and are reaching into the health related facilities and are trying to assist them in getting up-to-date with their electronic health records, etc. He said we can target unemployed and underemployed people, as well. He said he is looking at a targeted occupation list and working with CareerSource North Florida, as well as other outreach sources.

Ms. Halfhill presented a PowerPoint presentation and reported the following recruitment efforts that have been accomplished during the past year:

- Established Career Connections, Leadership, and Paying for College programs to be nearly automated units in future years.
- Hosted Inaugural Student Leadership Forum.
- Developed relationships with new counselors in area high schools.
- Increased presence at high schools.
- Created centralized recruitment calendar.
- Collaborated with College Advancement to develop a unified recruitment strategy.
- Re-imagined Guidance Summit with new “experiential” component.
- Transformed “Super Saturday” into “NFCC Preview” with campus experience.
(Presented progress data.)
- Made initial outreach to high schools in bordering counties in Georgia.

She discussed enrollment goals and increasing our FTE and mentioned the following strategies:

- Increase market share of district graduates.
- Identify unconventional ways to build partnerships with district high schools.
- Attract more nontraditional students – unemployed or underemployed.
- Increase enrollment from Thomas, Brooks, Lowndes, and Echols counties.

Immediate Priorities

- Nontraditional student recruitment campaign for Fall
- Develop data-driven recruitment goals by headcount to correlate to FTE goals.
- Implement Banner recruitment module.
- Develop cyclical recruitment calendar.

Long-Term Goals

- Increase campus visits from prospective students.
- Design and implement new campus visitation programs.
- Determine niche or target markets in which to increase enrollment.
- Develop 5-year recruitment plan.

MOTION: (Mr. Washington/Ms. Gunter) That the District Board of Trustees approves to advertise changes in Board Policy #5.17 – Discrimination Against Students Prohibited. After discussion, the motion was amended as follows:

MOTION: (Ms. Gunter/Mr. Washington) That the District Board of Trustees approves to amend the previous motion to include the recommended additional language in Board Policy #5.17 – Discrimination Against Students Prohibited, and then advertise changes in Board Policy #5.17. After an overview by Mr. Hunter and discussion by the Board, the motion carried unanimously.

MOTION: (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves to advertise changes in Board Policy #2.16A – Academic Affairs: Students with Disabilities applying to and graduating from Associate degree programs. After an overview by Mr. Hunter, the motion carried unanimously.

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

- Regular appointment of Delvin Boatman as Academic Advisor
- Hiring of Jacqueline Seabrooks as Coordinator, Health Information Technology program (Professional – 12 months – Grant Funded)
- Hiring of Dotti Mancil, RN, as Nursing Instructor (Faculty – 11 Months)
- Hiring of Joanie Cruce, RN, as Nursing Instructor (Faculty – 11 Months)

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

MOTION: (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves the Administrative and Professional contracts for seven (7) months to expire January 31, 2015, for the following:

Name

Position

SENIOR MANAGEMENT/ADMINISTRATOR CATEGORY

Andy Barnes	Executive Director of Development and External Affairs/PIO
Sharon Erle	Dean of Academic Affairs/Chief Academic Officer
Bill Hunter	Executive Director of Human Resources
Amelia Mulkey	Dean of Administrative Services/Chief Business Officer
Mary Anne Wheeler	Dean of Enrollment Services

ADMINISTRATOR CATEGORY

Cissy Adleburg	Director of Curriculum and Instruction
Rick Davis	Director of Public Safety Academy
David Dunkle	Director of Economic Development and Technical Programs
Edna Ealy	Controller
Dale Hackle	Director of Physical Plant
Kay Hogan	Director of Learning Resources
Skip James	Director of Campus Safety and Security
Kim Halfhill	Director of Recruitment and Student Development
Julie Townsend, RN	Director of Rural Health Institute (11 Months)
Philip Wilkerson	Director of Advisement

PROFESSIONAL CATEGORY

Name

Position

Clyde Alexander	Director of Fitness Center
Heather Barton	Allied Coordinator of Allied Health
Debbie Bass	Coordinator of Health Recruitment and Advisement
Denise Bell	Student Center Manager/Coordinator Student Services
Delvin Boatman	Academic Advisor
Dr. Susie Cashwell	Director of Student Support Services/Student Disability (Grant Position)
Tyler Coody	Coordinator of Fitness and Wellness
Elizabeth Gonzales	Learning Lab Manager
Mike Kirkland	Director EMS/Fire Science
Randy Kosec	Coordinator of Criminal Justice
Nancy Lillis	Grants Coordinator
Mary Mauldin	Recruitment Specialist/Dual Enrollment Coordinator
Jessica Page	Coordinator, Academic Success Center
Margie Phillips	Reports Coordinator
Lori Pleasant	Registrar
Gina Rutherford	Coordinator of External Student Financial Support (P/T)
Kim Scarboro	Director of College Advancement
Bobby Scott	Academic Advisor
John Sirmon	Network Administrator
Susan Taylor	Coordinator of Institutional Effectiveness and Research

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Carolyn Thigpen	Database Systems Analyst/Coordinator of Instructional Technology
Lynn Waller	Academic Case Manager (Grant Position)
Margaret Wilkerson	Coordinator of Website and Public Relations
Lynn Wyche	Coordinator of Library Services

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

MOTION: (Ms. Gunter/Mr. Lyons) That the District Board of Trustees approves changes to the Policy Manual as advertised for the following policy:

- 4.00 Equal Employment Opportunity

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

MOTION: (Mr. Washington/Ms. Benoit) That the District Board of Trustees approves the warrant list for April 2014. After an overview by Ms. Mulkey, the motion carried unanimously.

The Revenue and Expenditure Report for April 2014 was presented as an information item, as was the Statement of Account, and Ms. Mulkey gave an overview.

MOTION: (Ms. Benoit/Ms. Gunter) **OPPOSED:** (Dr. Brothers) That the District Board of Trustees approves the license and service agreement and Addendum with CampusEAI as presented at the meeting. After an overview by Ms. Mulkey and Attorney Leinback and discussion by the Board, the motion carried due to majority vote with Ms. Benoit; Ms. Gunter; Mr. Lyons; Mr. Washington; and Mr. Williams voting in favor of the motion; and Dr. Brothers voting against the motion.

Ms. Mulkey distributed copies of budget information for discussion including an overview of fund accounting and the budget process. She discussed some of the 2014-2015 budget goals, financial challenges, and accomplishments. Trustees were given opportunity to ask questions. She advised that the complete 2014-2015 budget will be on the agenda for the June meeting with a request for Board approval.

Mr. Barnes presented the following NFCC Foundation update:

- A "For Sale" sign has been posted at the Mansion.
- The Foundation was able to assist every student who applied for funding this summer in the amount of \$15,000. They received approximately 63 applications.
- An endowment for Hamilton County students has been funded in the amount of \$25,000.
- There will be an "Art Touched by Autism" Exhibit and Silent Auction fundraiser on Thursday, May 22, at 6:00 p.m. at the Hardee Center for the Arts to fund local autistic children to attend 4-H Camp. We partnered with Always Support Kids (ASK) on the WCTV spotlight segment regarding the event.

- A professional development Leader Cast was held on campus on Friday, May 9, with 52 attendees. We are looking into the possibility of soliciting sponsorships and ticket sales as a fundraiser in the future.

PRESIDENT’S HIGHLIGHTS

4/22	Career Fair Speaker at New Testament NFCC Courtyard Party
5/06	NFCC Commencement with 98 graduates walking
5/08	Meeting with Supt. Moffses, Hamilton County, re: Perkins Funding
5/09	Florida College System Legislative Session Overview
5/12	Meeting with Supt. Brown, Madison County, & Sam Stalnaker re: Perkins Funding, Career and Technical Education, and Career Pathways Consortium Membership
5/16	Council of Presidents Conference Call re: Legislative Issues Summary, Revised Strategic Plan, and Leadership Succession
Upcoming	
5/22	Art Touched By Autism Event, Hardee Center for the Arts, 6:00 p.m.

President Grosskopf announced that Governor Scott has appointed Mr. David Howell of Hamilton County to the North Florida Community College District Board of Trustees.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on June 17, 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