

MINUTES: April 19, 2016

MEETING: NORTH FLORIDA COMMUNITY COLLEGE
MADISON, FLORIDA

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

ABSENT: Mrs. Sandra Haas
Mr. Gary Wright

STAFF PRESENT: Ms. Cissy Adleburg
Mr. Andy Barnes
Mr. David Dunkle
Ms. Cindy Gaylard, Recording Secretary
Mr. Dale Hackle
Ms. Kay Hogan
Mr. Bill Hunter
Dr. Cheryl James
Mr. Skip James
Ms. Amelia Mulkey
Mr. Nick Skipper, Audio Visual Technician
Ms. Kim Scarboro
Ms. Susan Taylor

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. David Howell.

On behalf of the Board, Chairman Williams recognized Ms. Kim Scarboro and congratulated her on being voted "Citizen of the Year for Madison County for 2016."

MOTION: (Mr. Lyons/Ms. Benoit) That the District Board of Trustees approves to adopt Revision No. 2 of the agenda as presented. The motion carried unanimously.

MOTION: (Mr. Coker/Mr. Howell) That the District Board of Trustees approves the minutes as revised of the March 22, 2016 regular Board meeting. The motion carried unanimously.

MOTION: (Mr. Washington/Mr. Coker) That the District Board of Trustees approves the agreement between North Florida Community College and North Florida Medical Centers, Inc. Mr. Dunkle advised that this will ensure that the Allied Health Department of North Florida Community College will have adequate clinical locations to provide clinical experience to students as required. After an overview by Mr. Dunkle, the motion carried unanimously.

MOTION: (Mr. Lyons/Ms. Benoit) That the District Board of Trustees approves the Memorandum of Agreement between North Florida Community College and the Florida Department of Health-Leon County. Mr. Dunkle advised that this will provide a training location at the Department of Health in Leon County for students in the Health Information Technology (HIT) program to obtain experience in Electronic Health Records through internship/job shadowing opportunities. After an overview by Mr. Dunkle, the motion carried unanimously.

MOTION: (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the Memorandum of Agreement between North Florida Community College and CanDo Tech Services Inc. Mr. Dunkle advised that this will provide a training location at CanDo Tech Services for students in the Network Security and Automation and Production Technology programs to obtain experience through internship/job shadowing opportunities. After an overview by Mr. Dunkle, the motion carried unanimously.

MOTION: (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves the Memorandum of Understanding between North Florida Community College and North Central Florida Rural Health Network (NCFRHN). Mr. Dunkle advised that this will formalize a partnership and membership into the NCFRHN for the purpose of improving medical and allied healthcare for the people of North Central Florida and supporting efforts to do so by all means practicable and available. After an overview by Mr. Dunkle, the motion carried unanimously.

MOTION: (Mr. Coker/Mr. Howell) That the District Board of Trustees approves the Industrial and Technical Program Agreement for Student Field Experience with Ascent Precision Gear Corporation. Mr. Dunkle advised that this will create internship experiences for students in the Automation and Production Technology program. After an overview by Mr. Dunkle, the motion carried unanimously.

MOTION: (Mr. Washington/Mr. Coker) That the District Board of Trustees approves the Industrial and Technical Program Agreement for Student Field Experience with Chemring Ordnance. Mr. Dunkle advised that this will create internship experiences for students in the Automation and Production Technology program. After an overview by Mr. Dunkle, the motion carried unanimously.

Ms. Hogan reminded the Trustees of the upcoming Graduation ceremonies on Tuesday, May 3, at 4:00 p.m. and 7:00 p.m. She asked that they let her or Ms. Gaylard know of their attendance plans.

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

- Hiring of DeShala Frazier, RN, as Faculty Nursing Instructor for the LPN program
- Hiring of Sharon McClune, RN, as Nursing Instructor for the RN program (Faculty – 11 months)
- Hiring of Jane Williams as Instruction Coordinator for EMS and Fire Services (Professional – 12 months)

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

Mr. Hunter reported that 100% of the faculty, staff, and administrators completed the required Title IX training; 100% of the part-time employees completed the training; and approximately 95% of the adjunct faculty completed the training. (The adjunct faculty who did not complete the training are those who will not be teaching next term.)

Ms. Mulkey introduced Mr. Andy Barnes and advised that he will be the new Dean of Administrative Services after her upcoming retirement.

MOTION: (Mr. Howell/Mr. Lyons) That the District Board of Trustees approves the warrant list for March 2016. The motion carried unanimously.

The Revenue and Expenditure Report for March 2016 was presented as an item of information, as was the Statement of Account, and Ms. Mulkey presented an overview.

President Grosskopf gave some background information regarding the request made by the District School Superintendents for assistance with the cost of dual enrollment. Mr. Barnes distributed copies of information showing a breakdown of the number of hours of dual enrollment and the total amount invoiced for each of the district high schools based upon Fall 2015 and Spring 2016 invoices. It also showed the amount of State funding per one course and the district cost for one Dual Enrollment course. Mr. Barnes presented an overview of the information, and the Trustees reviewed the items of request by the District School Superintendents and discussed the fiscal ramifications.

MOTION: (Mr. Coker/Mr. Washington) That the District Board of Trustees declines the fiscal parts of the request made by the District School Superintendents for assistance with the cost of dual enrollment. After an overview by members of the Management Team and discussion by the Board, the motion carried unanimously.

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

- She and President Grosskopf toured PCS in White Springs on April 1, 2016.

- She and Ms. Scarboro are working with the Suwannee River Junior College Celebration Committee on selecting the recipient of the Jenyethel Merritt Award. They are also working to build the alumni database.
- She is working with two individuals, who are looking at remembering the College in their planned giving.
- She received a letter for a potential \$50,000.00 from a company with whom she will follow up for a Memorandum of Understanding.
- Karen Everett is working on scholarships and will be accepting applications through April 28 and will then be awarding scholarships for the summer.
- She presented the NFCC Foundation Quarterly Financial Report for October through December 2016 and gave an overview.

Ms. Scarboro reported the following:

- She expressed thanks and appreciation to the College for opening doors through her role at the College and giving her many of the opportunities that she has to work with those in the community.
- She and her department are working with Cade & Associates Marketing Firm in Tallahassee to take an external look at her department in an effort to improve services.
- She distributed copies of information regarding the pending NFCC name change and rebranding process and discussed a basic timeline and sample plan of action. She advised that the process and timeline can change to meet our specific needs and timeframe, and she requested input from the Board regarding the process.

MOTION: (Mr. Al Williams/Mr. Washington) That the District Board of Trustees approves to adopt the recommended timeline and plan of action for the College name change and rebranding process as presented. After discussion, the motion carried unanimously.

PRESIDENT'S HIGHLIGHTS

President Grosskopf reported that he will be addressing a group of educators from the Ukraine on April 26, and perhaps we can explore the possibility of developing some partnerships and educational opportunities as we did after meeting with the group of educators from India.

President Grosskopf reported that there is an issue that he and Attorney Leinback have discussed regarding some changes to the administrative rule related to Board composition, and he asked Attorney Leinback to present some information to the Board regarding the issue.

Attorney Leinback presented background information regarding legislation to change some of the requirements for community college boards of trustees' membership and composition. He said it was then up to the State Board of Education to go ahead and adopt rules to implement this, and the State Board of Education has floated a proposed rule that would, pursuant to the statute, significantly change the requirements for community college boards of trustees both in terms of number and composition. He said there is currently a requirement that NFCC has nine trustees with designated numbers of trustees from each county in the district. He said the State Board of Education is proposing that where there is a board with two or more counties,

there would be no less than five and no more than nine members. He said they've let the number float, and they've done away with the requirement that there be trustees from each county, and the proposed rule does not say who is going to make these decisions. He said it is interesting to note that a board that has only one county in its district can choose to have five or seven trustees as decided by the board. He said in discussing this with President Grosskopf and Chairman Williams, he has suggested that where the proposed rule states that two or more county district boards would have no less than five and no more than nine members, we propose to add some language stating, "as decided by the Board with at least one trustee from each county in the district." He said that would preserve the ability of the local board here to make decisions affecting the composition, as well as each individual county. He asked for a resolution from the Board authorizing President Grosskopf to coordinate the Board's position with the Council of Presidents and also authorizing him to proceed to propose to the State Board of Education an amendment to their proposed rule irrespective of the Council of Presidents' decision regarding the issue.

MOTION: (Mr. Coker/Mr. Lyons) That the District Board of Trustees approves to authorize President Grosskopf to coordinate the Board's position with the Council of Presidents, and then proceed to propose to the State Board of Education an amendment to its proposed rule regarding boards of trustees, irrespective of the Council of Presidents. The motion carried unanimously.

BOARD ATTORNEY TIME

Sewer Lift Station Update:

Attorney Leinback distributed copies of a letter of response he received from Attorney Tommy Reeves for the firm of Davis, Schnitker, Reeves & Browning, P.A., denying the College's request to take responsibility for its lift station. He said he has talked with Attorney Reeves, who said he and his firm are looking at some issues to find further support for their position that it is the College's lift station and not the City's. Attorney Leinback commented that at the last meeting, the Board authorized him to initiate litigation, if necessary. He said that unless the Board directs otherwise, he would like to keep some lines of communication open with Attorney Reeves to see if there is a way to resolve this short of litigation. Attorney Leinback said there is also another issue that needs discussion tonight, as there is a great deal of concern about the existing fix that we have. He said Mr. Hackle has worked extremely hard to ensure that what we have will continue to function, but he reminded the Board that both pumps of the two-pump system failed in 2013, which caused an overflow in Building 5. He said the College purchased a pump, which is presently pumping the sewage into the City sewer system, and if anything happens to that pump, we could have raw sewage in College buildings. He said we have an obligation, as a College, to mitigate potential damages because of the real potential for catastrophic failure, regardless of what happens with regard to a potential lawsuit, and we should probably consider proceeding forward with using our funds to reconstruct the lift station.

Mr. Hackle said there is currently only one temporary pump that is pumping raw sewage out from the College plus the sewage that is coming from the Ag Center across the street, so we are presently at the mercy of that one pump.

President Grosskopf advised that Mr. Hackle has done some work in getting some engineering construction estimates. Mr. Hackle said he had drawings prepared for when we can move forward with seeking bids. He said the civil engineer believes it will take approximately two weeks to have it installed, so we would probably want to give them 30 days to include the site work. He said there would have to be a pre-bid conference to make sure the suppliers can get all of the parts, and it might take three or four weeks to get some of the parts.

President Grosskopf said this is going to create an inconvenience for a few weeks, but should there be a catastrophic failure, it goes beyond inconvenience and means we would have to shut down a number of buildings, activate our COOP plan, relocate some essential services to the Public Safety Academy, and follow our COOP plan until this is resolved. He said that while we have the luxury of moving at the speed of litigation when it comes to the fiscal part, the actual physical existence of this plant is very close to collapsing.

MOTION: (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves to give the College permission to seek bids for the lift station. The motion carried unanimously.

Attorney Leinback advised that the College will need to get authorization from the City of Madison to proceed, and the City will need to notify the County because the College might not want to be in the business from an audit standpoint and otherwise of providing sewer services to a third party. He said he will go ahead and send a letter requesting that the City authorizes the College to go ahead and reconstruct the City's lift station and that failure to respond will be the same as granting permission. Attorney Leinback said he will also request that the City notifies the County.

Chairman Williams and other members of the Board reiterated the authorization granted to Attorney Leinback at last month's meeting to proceed with filing for litigation if the City refuses to take responsibility for its lift station.

Ms. Taylor mentioned the following:

- The College has officially closed out the Great Colleges to Work For Climate Survey. In early June we should be notified as to whether or not NFCC will be recognized as a Great College, and in July, the Chronicle of Higher Education will publicize it. In August we will receive our actual climate survey results that we will share with the campus and begin looking at things we might need to do.
- We are now able to interact with the National Student Clearinghouse allowing us to do a better job tracking students, which will assist us in our transfer rates.

District Board of Trustees Minutes

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Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on May 17, 2016, at 5:30 p.m. in the North Florida Community College Board Room.

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

John Grosskopf
President

Michael R. Williams
Chair

/cmg