

MINUTES: June 18, 2019

MEETING: NORTH FLORIDA COMMUNITY 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: Mr. David Howell

STAFF PRESENT: Mr. Larry Akers  
Mr. Andy Barnes  
Mr. Rick Davis  
Ms. Kay Hogan  
Mr. Bill Hunter  
Dr. Guenter Maresch  
Ms. Dani Mays  
Ms. Jennifer Page  
Mr. Matthew Ortensie, Audio Visual Technician  
Ms. Kim Scarboro  
Ms. Michelle Wheeler, Recording Secretary  
  
Mr. Rob Sniffen, Board Attorney

The Board meeting was called to order at 6:16 p.m. by Chairman Williams, who led the group in the pledge of allegiance to the flag followed by the opening prayer by Mr. Al Williams.

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

**MOTION:** (Mr. Lyons/Mr. Wright) That the District Board of Trustees approves the minutes as presented of the May 21, 2019 regular Board meeting with the addition of Ms. Dani Mays in the list of Staff Present. The motion carried unanimously.

**PUBLIC INPUT**

President Grosskopf mentioned a letter from Governor Rick Scott that was distributed to all Board members congratulating the State of Florida for being named Top State in the Country for Higher Education by U.S. News and World Report.

**ACADEMIC AFFAIRS**

**MOTION:** (Mrs. Haas/Mr. Lyons) That the District Board of Trustees approves the STEM SEALs contract with Indikus Evaluation and Planning. This recommendation will allow NFCC to agree to Indikus' statement of work and start paying the sub-contractor for evaluation services required by the STEM SEALs grant. This contract was prepared and reviewed by the Board attorney. The motion carried unanimously.

**MOTION:** (Mr. Coker/Mr. Washington) That the District Board of Trustees approves for renewal of the Allied Health agreements between North Florida Community College and each of the following agencies:

- Apalachee Center – New Contract
- Suwannee CHD – Renewal

Mr. Davis advised that this will ensure that the Allied Health Department of North Florida Community College has adequate clinical locations to provide the required clinical experience to students. The motion carried unanimously.

**MOTION:** (Mr. Al Williams/Mrs. Haas) That the District Board of Trustees approves the attached Welding Instruction agreement between NFCC and the Madison County School Board. Mr. Davis noted that there were a few amendments to this contract, most notably in sections 5 & 8. The current contract limited the ability to provide adequate hours and training. Section 5 contains a significant increase in the number of Welding Training hours to be provided in partnership with the Madison County School Board. This agreement was reviewed by the Board attorney and was approved by the School Board last night. The motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Coker) That the District Board of Trustees approves the following Dual Enrollment Articulation Agreements for the 2019-2020 academic year with following entities:

- District School Boards and the non-public schools of Hamilton, Jefferson, Lafayette, Madison, Suwannee, Taylor Counties
- Home education students

This recommendation will provide enhanced learning opportunities for qualified students in the high schools of the College's six-county service area. Updated agreements are included. The Dual

Enrollment Articulation Agreements are required by the State Board of Education, Rule 6A-10.024 and are mandated by Chapter 1007.271 in the Florida Statutes. There was one correction on page 7, the third bulleted point should read “3.0 high school GPA to enroll in college credit” instead of “2.5.” Also on page 13 in the 5<sup>th</sup> section from the bottom “Any student receiving a ‘W’ grade in a course may only register for the number of credit hours that were successfully completed in the term in which the student withdrew.” Taylor, Hamilton, and Madison counties wanted this clause included in their agreements. The Home education agreement is unchanged from last year. The motion carried unanimously.

**EMPLOYEE SERVICES**

**MOTION:** (Mrs. Haas/Mr. Lyons) That the District Board of Trustees approves the personnel recommendations of changing Karen Hiers (Admissions and Records Specialist) from Career Staff to Professional Staff (Student Disabled Services Specialist). The motion carried unanimously.

**MOTION:** (Mr. Lyons/Mrs. Haas) That the District Board of Trustees approves the annual Faculty contracts for the 2019-2020 academic year as follows:

**Annual Contract Renewal: Faculty**

1. The following faculty members are on annual contract and are recommended for contract renewals for the 2019-2020 academic year:

<b><u>Name</u></b>	<b><u>Position</u></b>
Brandi Browning, RN	Instructor - Nursing
Dr. Carol Burkhart	Instructor - Biology
Anna Doughty	Instructor - Biology
William Eustace	Instructor - Technology
Deshala Frazier, RN	Instructor - Nursing
Michelle Ginn	Instructor - Social Science
Dr. James Holland, RN	Instructor - Nursing
Tim Knickerbocker	Instructor - English
Dr. Manoharan Mariappan	Instructor - Chemistry
Paula McCullers	Instructor - English
Takiyah Mitchell	Instructor - Medical Billing
Robin Pearson, RN	Instructor - Nursing
Brandy Plummer, RN	Instructor - Nursing
Maricela Valadez, RN	Instructor - Nursing
Amanda Williams, RN	Instructor - Nursing

2. The following faculty member is on an annual contract and has met the requirements to be changed to a continuing contract starting with the 2019-2020 academic year

<u>Name</u>	<u>Position</u>
Elias Paulk	Instructor - History

President Grosskopf explained that "continuing contract" is what the universities call "tenure." The motion carried unanimously.

**MOTION:** (Mr. Washington/Mr. Al Williams) That the District Board of Trustees approves the following annual Administrative and Professional contracts to expire January 31, 2020:

1. It is recommended that the contracts for the following Administrators be approved for seven (7) months (effective July 1, 2019) to expire January 31, 2020.

<u>Name</u>	<u>Position</u>
<b>SENIOR MANAGEMENT/ADMINISTRATOR CATEGORY</b>	
Andy Barnes	Dean of Administrative Services/Chief Business Officer
Bill Hunter	Executive Director of Employee Services
Kay Hogan	Dean of Enrollment Services
Jennifer Page	Dean of Academic Affairs/CAO

**ADMINISTRATOR CATEGORY**

Rick Davis	Associate Dean Economic Development and Technical Programs
Nick Skipper	Director of Information Technology/CIO
Glenn Strickland	Director of Physical Plant
Julie Townsend, RN	Director of Rural Health Institute
Philip Wilkerson	Director of Recruitment and Advise ment
Lynn Wyche	Director of Learning Resources

2. It is recommended that the contracts for the following Professional Staff be approved for seven (7) months (effective July 1, 2019) to expire January 31, 2020

**PROFESSIONAL CATEGORY**

<u>Name</u>	<u>Position</u>
Julie Adams	Academic Case Manager (Grant Funded)
Larry Akers	Director of Campus Safety and Security
Russ Baldwin	Data Base Manager
Denise Bell	Student Center Manager/Coordinator Student Services
Delvin Boatman	Academic Advisor
Denise Callaway	Coordinator of Early Childhood
Joey Callaway	Coordinator of Fitness and Wellness
Johnathan Cooks	Multimedia and Public Relations Manager
Tyler Coody	Director of Fitness and Wellness
Shante Fagin	Academic Advisor/CTE
Brian French	Data Retrieval Manager
Elizabeth Gonzales	Learning Lab Manager
Karen Hiers	Disability Resource Center Specialist (Grant Funded)
Charlotte Hughes	Coordinator of Grants
Mike Kirkland	Director EMS/Fire Science
Mary Mauldin	Recruitment Specialist/Dual Enrollment Coordinator
Dani Mays	Coordinator of IR/IE (Acting)
Ellie Morgan	Coordinator of Library Services
Christopher Neal	Academic Case Manager (Grant Funded)
Sheila Nobles	Director of Student Support Services (Grant Funded)
Tisha Phillips	Coordinator of Infrastructure and Support
Malcolm Pollock	Coordinator of Recruitment
Lori Pleasant	Registrar
Kim Scarboro	Director of College Advancement
Kristin Summers	Director of Curriculum and Instruction
Karen Surlis	Coordinator of Financial aid
Bobby Scott	Academic Advisor
Tina Tucker	Learning Lab Manager
Steve Turner	Director of Engineering and Manufacturing
Glenn Waller	Senior Accountant
Lynn Waller	Academic Advisor
Christina Parker	Instructional Coordinator for EMS and Fire Services
Della Webb	Academic Case Manager (Grant Funded)
Margaret Wilkerson	Coordinator of Website and Public Relations

The motion carried unanimously.

**ADMINISTRATIVE AND BUSINESS SERVICES**

**MOTION:** (Mr. Wright/Mrs. Haas) That the District Board of Trustees approves the warrant list for May 2019 as presented. The motion carried unanimously.

The Revenue and Expenditure Report for May 2019 was presented as an item of information, as was the Statement of Account, and Mr. Barnes gave an overview.

**MOTION:** (Mr. Wright/Mr. Lyons) That the District Board of Trustees approves the NFCC Operating Budget for the year 2019-2020. After a brief overview by Mr. Barnes, the motion carried unanimously.

President Grosskopf is proposing a combination of 5% plus a raw dollar value to leave a safety cushion of equal value to all schools and a percentage based on the size of the school. Senator Stargel's thinking was inverted in these percentages. She thought that it would be harder for smaller colleges to maintain a fund balance than for larger schools which is why the larger schools get a 7% cap and small schools have a 5% cap. President Grosskopf met with her in September to present data to support a proposed amendment and she was open to consider the argument. Even though the percentage structure did not work in our favor, what is most encouraging is this being the first time college size was taken into account in the allocation.

Mr. Barnes explained that if a tuition or fee increase was proposed, this is the document in which it would be presented. He explained the public notice process. It must be advertised 30 days in advance that there will be a hearing of the proposed fee increase. Once the notice is advertised, a public hearing must be held to discuss the increase and then a subsequent meeting will be held during which the increase can be voted upon.

**MOTION:** (Mr. Wright/Mrs. Haas) That the District Board of Trustees grants an extension of one fiscal quarter to produce a Five-Year Strategic plan for the Foundation and approves a conditional recertification of the Foundation to continue to act on behalf of the Board as the fundraising arm of the College until September 2019. The intended report will show a 5-year projection of the Foundation's movement toward self-sufficiency with the goal of increasing fund raising for capital and program projects. He stated that this report would be available for the Board's review at the September meeting if this extension is granted. The motion carried unanimously.

**MOTION:** (Mr. Washington/Mrs. Benoit) That the District Board of Trustees approves the NFCC Capital Improvement Plan. Mr. Barnes gave an overview of the renovations planned and, after a brief discussion regarding the rationale behind the projects requested for funding, the motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Coker) That the District Board of Trustees approves the NFCC Educational Plant Five Year Survey. This is required to be updated every five years and is an entire survey of the physical plant and it contains all of the plans for remodeling and renovation throughout the campus. The motion carried unanimously.

## **INSTITUTIONAL REPORTS-COLLEGE ADVANCEMENT**

**MOTION:** (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the following contracts for the 2019-2020 NFCC Artist Series season:

### **Performance Contracts:**

1. December '63: Frankie Valli and The Four Seasons  
Thursday, Oct. 12, 2019, 7 p.m. | Van H. Priest Auditorium | Fee: \$6,000
2. RokitZ Tallahassee Rock & Soul Band  
Thursday, Nov. 14, 2019, 7 p.m. | Van H. Priest Auditorium | Fee: \$2,000
3. The Diamonds - Silver Bells & Diamonds Holiday Show  
Thursday, Dec. 5, 2019, 7 p.m. | Van H. Priest Auditorium | Fee: \$5,000
4. The Spinning Tales of Cinderella on Ice (date pending)  
Sunday, Feb. 16, 2020, 3 p.m. | Van H. Priest Auditorium | Fee: \$6,000
5. The Sunset Stomp Dixieland Band featuring Larry McWilliams  
Tuesday, Feb. 25, 2020, 7 p.m. | Van H. Priest Auditorium | Fee: \$3,000
6. Classic Nashville Roadshow featuring Jason Petty and Katie Deal  
Thursday, March 12, 2020, 7 p.m. | Van H. Priest Auditorium | Fee: \$6,000
7. The Landsharks - Jimmy Buffett Tribute  
Saturday, May 2, 2020, 7 p.m. | Van H. Priest Auditorium | Fee: \$4,700

This recommendation will enhance the 2019-2020 NFCC Artist Series Season and offer arts education and cultural enrichment to the NFCC Community. The contracts have been reviewed by the Board attorney. The motion carried unanimously.

## **PRESIDENT'S HIGHLIGHTS**

President Grosskopf discussed the following:

1. **Legislative Results Highlights**
2. **Policy Issues**
  - a) SB 190: This bill creates a new PECO scoring guide which will assign different priorities for the ranking system and prohibits DSOs from giving any gifts to political campaigns. This is also the bill that defines the carry-forward budgets. The President considers this a win because it is the first time we have seen a policy that is size-sensitive but will continue to work on the particulars.
  - b) HB 255: NFCC name change to NFC
  - c) HB 771: Workforce Education Bill requires colleges and technical centers that have overlapping service districts to create Career Pathways Agreements with those centers to ensure the laddering of credentials. It also initiates the "Sale 60 Initiative" one of the new goals for the State. The goal is that 60% of working adults have a post-secondary credential by 2030. This would make Florida #1 in the nation for post-secondary credentials. In addition, the governor issued an executive order having to do with increasing Career and Technical Education. The first step is an audit of existing programs, so the Department of Education has created the Florida Department of Education Career and Technical Education Audit Task Force and President Grosskopf is

one of the two Presidents who has been invited to work on this group which will carry out the initial audit of all CTE programs to see if needs are being met.

- d) HB 5501 would have limited the ability of colleges to transfer funds internally without legislative approval. This bill was not passed.
- e) HB 189 & SB 1342 were known as the “Dual Enrollment Giveaway” because it would have allowed all private school students to receive free dual enrollment and educational materials. This did not pass, but it did not die. It did not pass due to administrative issues at the end of session, so the issue has not gone away for next year.
- f) Performance Funding: The good news is that base funding is no longer at risk, so there is no danger of losing any recurring general revenue. There is no more ranking and there is no more waiting until the end of the year to know your allocation. The bad part is that the method works against small colleges. Most of performance comes from earning dollars by raw counts rather than ratios. Low counts of student population result in less money and this idea is supported by Senate staffers which shows a lack of sensitivity to this concern.
- g) Compression Funding continues to be the main lobbying issue for NFC and the President stated that he will continue to fight for that. This year, the small colleges who have been working together on this issue were able to get \$10,000,000 put into compression, and while this does not fix the issue, it has begun “turning the ship.”
- h) Small College Issues
  - (1) Work with other small college presidents has made a difference as our opinion is regularly sought by the new Chancellor, Kathryn Hebda. She is interested in how things impact small colleges, NFCC in particular.
  - (2) The Council of Presidents is guaranteed that if it continues to exist, there will be a procedure in decision making whereby any budgetary or policy issues that have an impact on small colleges will have to be presented and considered by the whole group. President Grosskopf is encouraged by a growing sensitivity to our story from legislators willing to listen.

### **3. Trustee Appointment Expirations**

Ms. Wheeler provided information regarding 3 trustees (Mrs. Benoit, Mr. Coker, and Mr. Wright) whose appointments have expired as of May 31, 2019. She offered assistance and directions to the website where the application for reappointment can be found.

### **ATTORNEY TIME**

Attorney Sniffen provided updates regarding:

1. **Kids Incorporated**- A draft lease is ready for consideration and negotiation, but counsel for Kids Inc. was not able to finalize the document in time for the Board to review before the summer. Mr. Sniffen offered the suggestion of coming to an agreement on a rental amount



for the interim. The other option is to initiate eviction proceedings, which Mr. Sniffen is not recommending at this time.

2. **Lift Station Litigation:** We are within the 60-day period for resolving the matter outside of court.
3. Mr. Sniffen thanked the Board for 2 years as its attorney.

President Grosskopf gave an update of discussions with Jerome Wyche, City manager. He stated that he has limited any correspondence with Mr. Wyche to emails in order to prevent any future misunderstanding. Mr. Wyche has responded with 3 possible scenarios and President Grosskopf reviewed each of those scenarios with the Board.

After a discussion over the frustrations with the City's inaction on the Settlement Agreement that was executed in November of 2018, and the question of liability that still remains among the scenarios proposed by Mr. Wyche, the Board requested that President Grosskopf and Mr. Sniffen prepare a formal recommendation on how to bring this matter to a close.

### **GOOD OF THE ORDER**


Ms. Kim Scarboro presented a timeline for the rebranding of North Florida College and inquired as to the possibility of getting the Board's blessing on a new logo, seal, and mascot during the Summer Workshop in July. President Grosskopf added that, since the Board cannot take action during the Workshop, we are looking for a consensus from the Trustees as to whether or not they like what is presented in order to proceed with the development of the new brand to be approved at the August meeting.

Chairman Williams announced that the next regular meeting of the District Board of Trustees will be held on August 20, 2019, at 5:30 p.m., in the North Florida Community College Board Room.

The meeting adjourned at 7:31 p.m.

Respectfully submitted,

  
John Grosskopf  
President

  
Michael R. Williams  
Chair