

MINUTES: June 16, 2015

MEETING: NORTH FLORIDA COMMUNITY COLLEGE
MADISON, FLORIDA

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

STAFF PRESENT: Ms. Cissy Adleburg
Mr. Rick Davis
Mr. David Dunkle
Dr. Sharon Erle
Ms. Cindy Gaylard, Recording Secretary
Mr. Bill Hunter
Ms. Amelia Mulkey
Ms. Tisha Phillips, Audio Visual Technician
Ms. Kim Scarboro
Mr. John Sirmon
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. 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/Mrs. Benoit) That the District Board of Trustees approves the minutes of the May 19, 2015 regular Board meeting as presented. The motion carried unanimously.

For information, Dr. Erle presented a listing of the new AS and AA degrees with Emphasis tied to Meta-majors, and she gave an overview and explained that Meta-major is a broad grouping of degrees that has commonality. She advised that the Meta-major academic pathways are established for the purpose of advising Florida College System associate degree-seeking students of the gateway courses that are aligned with their intended academic and career goals.

MOTION: (Mrs. Haas/Mr. Lyons) That the District Board of Trustees approves the agreements between North Florida Community College and each of the following clinical facilities:

- Doctor's Memorial Hospital
- Greenville Hills/Twin Oaks Academy
- Lafayette Health Care Center
- Lake Park of Madison
- Madison Academy
- Madison County School Board
- Madison Osteopathic Medicine
- Premier Medical Clinic
- Suwannee Valley Nursing Center
- Taylor County Health Department

Dr. Erle advised that this will ensure that NFCC will have adequate clinical locations to provide clinical experience for the Nursing and Allied Health programs. After an overview by Dr. Erle, the motion carried unanimously.

Dr. Erle advised that she will be retiring at the end of this month, and she introduced Frances "Cissy" Adleburg as the incoming Dean of Academic Affairs/Chief Academic Officer. Dr. Erle commented that it has been a pleasure for her to be a part of NFCC for so many years, and she expressed thanks and appreciation for the confidence that was placed in her in the position of Dean of Academic Affairs/Chief Academic Officer.

On behalf of the Board, Chairman Williams expressed thanks and appreciation to Dr. Erle for her service and all that she has done for the College.

MOTION: (Mr. Washington/Mrs. Haas) That the District Board of Trustees approves the Memorandum of Agreement between North Florida Community College and Barnabas Health Services in Fernandina Beach, Florida. Mr. Dunkle advised that this will provide apprenticeship opportunities for students participating in the Health Information Technology workforce development program that reside in Nassau County. After an overview by Mr. Dunkle, the motion carried unanimously.

Mr. Dunkle commented that the Health Information Technology (HIT) program has far exceeded his expectations as far as being the successful program that it is. He said HIT Coordinator Jacqueline Seabrooks has done an outstanding job, and unfortunately her last day at NFCC will be June 30. He introduced Ms. Seabrooks and thanked her for the service that she has provided for this program. Ms. Seabrooks presented an update and shared some of the successes of the program. She commented that her time at NFCC has been a great experience for her and she is very appreciative of that opportunity.

On behalf of the Board, Chairman Williams thanked Ms. Seabrooks for her service and for getting the HIT program off to such a great start.

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

- Resignation of Jacqueline Seabrooks, Coordinator of Health Information Technology (HIT) Program

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

MOTION: (Mr. Washington/Ms. Benoit) That the District Board of Trustees approves the annual faculty contracts for the 2015-2016 academic year for the following:

<u>Name</u>	<u>Position</u>
Francis Agama	Instructor - Chemistry
Brandi Browning, RN	Instructor - Nursing
Joanie Cruce, RN	Instructor - Nursing
Marcia Dodd, RN	Instructor - Nursing
William Eustace	Instructor - Technology (Grant Funded)
Susan Hatcher	Instructor - Paramedic/EMT (Grant Funded)
Mekia Jackson, PharmD	Instructor - Pharm Tech (Contingent on Enrollment)
Tammy Kemp, LPN	Instructor - Admin Assistant/Medical Records
Guenter Maresch	Instructor - Physics/Mathematics
Elias Paulk	Instructor - History
David Palomino	Instructor - Psychology
Robin Pearson, RN	Instructor - Nursing
Billye Robinson, RN	Instructor - Nursing
Carol Rykard, RN	Instructor - Nursing
Danielle Sadler, RN	Instructor - Nursing
Lisa Thompson	Instructor - Art
Julie Walden, RN	Instructor - Nursing

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

MOTION: (Mr. Lyons/Mrs. Haas) That the District Board of Trustees approves the warrant list for May 2015. The motion carried unanimously.

The Revenue and Expenditure Report for May 2015 was presented as an item of information, as was the Statement of Account for May 2015.

MOTION: (Mrs. Haas/Mrs. Benoit) That the District Board of Trustees approves the Florida College System Capital Improvement Plan & Legislative Budget Request for Fiscal Years 2016-2017 through 2020-2021. Ms. Mulkey advised that this approves the prioritization of Educational Plant Survey Recommendations as an integral part of the state Public Education Capital Outlay (PECO) allocation process. After an overview by Ms. Mulkey and discussion by the Board, the motion carried unanimously.

MOTION: (Mr. Lyons/Mrs. Haas) That the District Board of Trustees approves the Operating Budget for Fiscal Year 2015-2016. Ms. Mulkey advised that this budget reflects a 'carry forward' situation with no increases in personnel, current expense, or capital outlay spending.

She explained that proviso language requires a college to submit an operating budget prior to the disbursement of funds, so even though the Legislature is currently in a special session and a 2015-2016 budget has not been approved, in order to secure a funding disbursement for the month of July 2015, a Board-approved budget must be submitted. She stated that after the close of the special session, and when state appropriations have been approved and signed into law by the Governor, a revised budget will be presented to the Board for approval. She advised that the salary schedules and capital outlay budget for 2015-2016 are also included. After an overview by Ms. Mulkey and discussion by the Board, the motion carried unanimously.

President Grosskopf presented the following:

- He brought attention to the activities of the Office of Development and External Affairs including the NFCC Foundation 4th Quarter 2014-2015 Summary Report for January through March 2015.
- He gave an overview of the Service Agreements with Suwannee Consortium and Taylor Consortium for 2015-2016, and he requested approval of the agreements.

MOTION: (Mrs. Haas/Mrs. Benoit) That the District Board of Trustees approves for NFCC to form a consortium with Suwannee County and Taylor County to facilitate their postsecondary institutions receipt of their 2015-2016 allotment of the Carl D. Perkins Postsecondary grant funding. President Grosskopf advised that this will strengthen the career and technical education partnership within our district. After an overview by President Grosskopf and discussion by the Board, the motion carried unanimously.

MOTION: (Mr. Washington/Mrs. Haas) That the District Board of Trustees approves the contracts with the following to benefit the 2015-2016 NFCC Artist Series season:

- VALDOSTA SYMPHONY ORCHESTRA
Sept. 20, 2015 – NFCC Artist Series Performance – Van H. Priest Auditorium
Performance fee: \$5,000
- LARRY MCWILLIAMS – BIG BAND PERFORMANCE
October 15, 2015 – NFCC Artist Series Performance – Van H. Priest Auditorium
Performance Fee: \$3,500
- WAR BONDS (EBZB PRODUCTIONS/ALKAHEST ARTISTS)
November 5, 2015 – NFCC Artist Series Performance
November 4-5, 2015 – Outreach Activities in District
Performance Fee: \$8,580
South Arts Grant: \$3,650
- A TENNESSEE CHRISTMAS (ALKAHEST ARTISTS)
December 3, 2015 – NFCC Artist Series Performance – Van H. Priest Auditorium
Performance Fee: \$5,000

- CALAHD NUA – IRISH MUSIC (BAYLIN ARTISTS MANAGEMENT)
February 29, 2016 – NFCC Artist Series Performance – Van H. Priest Auditorium
Performance Fee: \$5,000
- *THE SECOND CITY – COMEDY* (ECE TOURING)
January 22, 2016 – NFCC Artist Series Performance – Van H. Priest Auditorium
Performance Fee: \$4,500
- *Cirque Zuma Zuma* (ECE TOURING)
March 10, 2016 – NFCC Artist Series performance – Van H. Priest Auditorium
Performance Fee: \$4,000

After an overview by Ms. Scarboro, the motion carried unanimously.

PRESIDENT’S HIGHLIGHTS

- The House and Senate completed budget negotiations, which will be forwarded to the Governor. Within that budget, there will be a small increase (approximately 2%) in overall Florida College System funding.
- There was an agreement with compression funding for about half of what we had requested, which should be approximately \$400,000 per year recurring for NFCC.
- There was an agreement on a new performance funding model that is modified from what the Florida College System had been working on for about a year.
- He will email Trustees a copy of the printed budget as soon as he receives it at which time the Management Team will put together the real budget for the Board to approve either in July or August.

ATTORNEY TIME

- Attorney Leinback reported that he has some tentative good news regarding the Mansion. He reminded the Board that in January the Board entered into a contract with Dr. Jessica Webb of a Main Street Realty Co., LLC, who has been aggressively marketing the Mansion, and he has been engaged in discussions with the attorney of a prospective buyer. He said the prospective buyer is currently out of the country, and they have forwarded an outline to us and are hoping to get a written offer to us by the last week in June. Attorney Leinback stated that if the written offer comes in, it might become necessary to schedule a Special Meeting in July.
- Attorney Leinback advised that in conjunction with the above information, the contract with Dr. Jessica Webb was for six months and expires on July 20, 2015, and she would like to extend the contract for another six months so that if this particular buyer does not come through, she can continue to market and show the Mansion. He said that based upon what we have seen thus far, he would recommend extending her contract for another six months and requested that the Board vote on it at this meeting.
 - President Grosskopf stated that from the College’s perspective, he would highly endorse Dr. Webb’s services. He said she has done a phenomenal job keeping

the College involved and informed and has done a lot of work and has gone beyond her duties as a realtor to help to answer some of the questions that the prospective buyer had. He said we have been very happy with the effort she has put forth, and he requested that the Board extend Dr. Webb's contract for another six months.

MOTION: (Mrs. Haas/Mrs. Benoit) That the District Board of Trustees approves to extend the contract with Dr. Jessica Webb of a Main Street Realty, Co., LLC, for another six months. The motion carried unanimously.

Attorney Leinback requested that President Grosskopf be excused from the meeting for the next item of business, and President Grosskopf was excused from this portion of the meeting. For the Board's consideration, Attorney Leinback presented copies of proposed Addendum No. 2 to the current Employment Contract between the Board and President Grosskopf providing for President Grosskopf's salary to be increased when "across the board" pay raises are granted to other College employees.

MOTION: (Mrs. Haas/Mr. Wright) That the District Board of Trustees approves Addendum No. 2 to the current Employment Contract between the Board and President Grosskopf as presented by Attorney Leinback at the meeting. After an overview by Attorney Leinback and discussion by the Board, the motion carried unanimously.

At this time, President Grosskopf returned for the remainder of the meeting.

Institutional Effectiveness, Research, & Accreditation Coordinator Susan Taylor reported the following:

- Dr. Charles Taylor, our SACSCOC liaison, notified us that the SACSCOC Board has reaffirmed NFCC's accreditation status with no negative actions. The only follow-up that NFCC will be officially asked to provide will be an update approximately one year from now on the measurement and use of Educational Program Outcomes.
- She brought attention to the Office of Institutional Effectiveness, Research, & Accreditation (OIERA) newsletter, and commented that NFCC had a 12% increase from last year in total awards of AA and AS degrees and college credit certificates.
- She presented a demonstration of NFCC's newest advising tool, the Meta-majors Reverse-Responsive Mobile Website, at NFCCMETAMAJORS.ORG. She explained that due to a \$12,000 grant from the Florida College System Foundation, a team from NFCC developed and launched this mobile-friendly website introducing the concept of meta-majors to our entire college community. She said the website is designed primarily for smartphone use but also expands to fit tablet and desktop screens and that NFCC used this technology to design a site for students and their advisors to locate clear and concise information regarding Florida's eight meta-majors. She advised that the website provides small snapshots of information, and once the student identifies areas of academic interest, they can fill out a short contact form, which is then directed to NFCC's advisors. She said NFCC will continually enhance this product and adapt its content and design to ensure its effectiveness as a tool for our students, advisors, recruiters, and faculty. She also advised that NFCC has committed to sharing this

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website template and marketing materials (TOOLKIT) with other institutions within the Florida College System.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on August 18, 2015, at 5:30 p.m. in the North Florida Community College Board Room. He advised that the Summer Workshop will be held on July 16, 2015, in the NFCC Board Room, and if it is necessary to meet in July, a Special Meeting will likely be held on that same day.

The meeting adjourned at 6:40 p.m.

Respectfully submitted,

John Grosskopf
President

Michael R. Williams
Chair

/cmg