

MINUTES: June 17, 2014

MEETING: NORTH FLORIDA COMMUNITY COLLEGE
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Mike Williams, Chair
Mr. John Grosskopf, President
Dr. Bill Brothers
Mr. Ricky Lyons
Mr. Billy Washington
Mr. Gary Wright

ABSENT: Ms. Sharon Benoit
Ms. Dawn Gunter
Mr. Brantly Helvenston
Mr. David Howell

STAFF PRESENT: Ms. Cissy Adleburg
Mr. Tyler Coody
Mr. David Dunkle
Dr. Sharon Erle
Ms. Cindy Gaylard, Recording Secretary
Mr. Isaac Goyette
Mr. Scott Hubert, Audio Visual Technician
Mr. Skip James
Ms. Amelia Mulkey
Ms. Susan Taylor
Ms. Mary Anne Wheeler
Ms. Margaret Wilkerson

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. Washington.

MOTION: (Mr. Lyons/Mr. Washington) 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 May 20, 2014 regular Board meeting as presented. The motion carried unanimously.

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

Mr. Dunkle reported that we had a site visit from the Health Resources Services Administration to review our Health Information Technology grant, and they were pleased with the direction in which we are heading. He said we are out spreading the word about our programs through various organizations in the service district.

For information, President Grosskopf brought attention to a memorandum of official notification that we received regarding the name change from North Florida Workforce to CareerSource North Florida. Attorney Leinback advised that there is currently no action needed, but when the agreement is renewed the new name will be on the agreement.

Mr. Coody distributed copies of information regarding the Colin P. Kelly Fitness and Wellness Center, and he presented an overview of the Usage Report including a graph showing the total number of members for each user group as of June 1, 2014. He advised that the Kelly Center is in its third year of operation, and the number of students registered to use the facility has steadily increased. He said the program that would allow for the most growth, as well as financial gain, for the Kelly Center is our Alumni and Fitness Friends program. Mr. Coody commented that the Kelly Center strives to keep a clean, functional, safe, and fun atmosphere for all of its users and employs between 15-20 students each semester.

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

MOTION: (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves changes in Board Policy #5.17 – Discrimination Against Students Prohibited. After an overview by Ms. Wheeler, the motion carried unanimously.

MOTION: (Mr. Lyons/Mr. Wright) That the District Board of Trustees approves to advertise changes in each of the following Board Policies as presented at the meeting:

- #2.16B – Academic Affairs: Students with disabilities applying to and graduating from PSAV certificate programs.
- #5.19 – Extended Testing Time for Students with Documented Disabilities
- #5.20 – Testing Aids for Students with Documented Disabilities
- #5.21 – Service Provision for Students with Temporary Disabilities
- #5.22 – Service Animals as an Accommodation for Students with Disabilities
- #5.24 – Campus Transportation as it Relates to Students with Disabilities
- #5.25 – Audio Recording as a Note Taking Mechanism for Students with Disabilities

After an overview by Ms. Wheeler and discussion by the Board, the motion carried unanimously.

MOTION: (Dr. Brothers/Mr. Washington) That the District Board of Trustees approves the annual faculty contract renewals for the 2014-2015 academic year for the following:

<u>Name</u>	<u>Position</u>
Francis Agama	Instructor - Chemistry
Brandi Browning	Instructor - Nursing
Laura Clanton	Instructor - Paramedic
Marcia Dodd, RN	Instructor - Nursing
Mekia Jackson, PharmD	Instructor - Pharmacy Tech
Tammy Kemp, LPN	Instructor - Admin Assistant/Medical Records
Guenter Maresch	Instructor - Physics/Mathematics
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 Ms. Mulkey, the motion carried unanimously.

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

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

MOTION: (Mr. Wright/Mr. Lyons) That the District Board of Trustees approves the Operating Budget for Fiscal Year 2014-2015 as presented. After an overview by Ms. Mulkey and discussion by the Board, the motion carried unanimously.

MOTION: (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves to have a Summer Workshop in July to address the senior management salary structure and to have the College administration provide a series of recommendation possibilities for the Board's consideration. After discussion, the motion carried unanimously.

MOTION: (Mr. Wright/Mr. Lyons) That the District Board of Trustees approves the Florida College System Budget Request (Capital Improvement Plan) for Fiscal Year 2014-2016 through Fiscal Year 2019-2020. Ms. Mulkey advised that this will approve the prioritization

of Educational Plant Survey recommendations as an integral part of the state Public Education Capital Outlay allocation process. After an overview by Ms. Mulkey and discussion by the Board, the motion carried unanimously.

MOTION: (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves to declare surplus the items presented at the meeting and delete them from the North Florida Community College property inventory. After an overview by Ms. Mulkey and discussion by the Board, the motion carried unanimously.

MOTION: (Mr. Lyons/Dr. Brothers) That the District Board of Trustees approves the Fiscal Agent Agreement between NFCC and the Florida College System Foundation (FCSF). Ms. Mulkey advised that this will allow NFCC to provide the financial and administrative duties needed by the FCSF while receiving revenue for indirect costs up to 15% of funds expended. After an overview by Ms. Mulkey, the motion carried unanimously.

MOTION: (Dr. Brothers/Mr. Washington) That the District Board of Trustees approves contracts with the following to benefit the 2014-2015 NFCC Artist Series season:

- BAYLIN ARTISTS MANAGEMENT/THE HOT CLUB OF SAN FRANCISCO
September 29, 2014 – NFCC Artist Series Performance
Van H. Priest Auditorium
Performance Fee: \$5,200
- MINNEAPOLIS GUITAR QUARTET
November 8, 2014 – NFCC Artist Series Performance and Educational Outreach
Activity
Van H. Priest Auditorium
Performance Fee: \$3,500
- WORLD FAMOUS POPPVICH COMENDY PET THEATER
January 22, 2015 – NFCC Artist Series Performance
Van H. Priest Auditorium
Performance Fee: \$7,000

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

President Grosskopf communicated that he received a letter from Suwannee County School Superintendent Jerry Scarborough with an example of an offer for a Dual Enrollment articulation agreement with Florida Gateway College (FGC). The articulation with FGC is offering a 25% discount for all textbooks purchased in the FGC bookstore; and a reimbursement of 35% of the tuition costs paid to FGC for fall 2014 and spring 2015 semesters for courses taught by FGC faculty. He called Superintendent Scarborough to let him know that NFCC does not maintain a physical bookstore, as we contract with eCampus, who offers us up to a 10% markup, and NFCC gives 5% of that markup as a discount back to the

students that purchase the books. He requested the Board's consideration of allowing NFCC to research the feasibility of issuing the district schools up to 35% of the amount of our state mandated tuition charge for Dual Enrollment.

MOTION: (Mr. Lyons/Dr. Brothers) **OPPOSED:** (Mr. Washington) That the District Board of Trustees approves to allow President Grosskopf and his staff to research and investigate the possibility of some way to issue to the school districts up to 35% of the cost of tuition for Dual Enrollment. After discussion, the motion carried with Dr. Brothers; Mr. Lyons; Mr. Williams; and Mr. Wright voting in favor of the motion; and Mr. Washington voting against the motion.

PRESIDENT'S HIGHLIGHTS

5/22	NFCC/ASK Autism Awareness Art Auction
5/27	Madison County High School Awards Ceremony
5/29	Suwannee-Hamilton Technical Center Awards Ceremony
5/30	SACS-COC Conference Call re: NFCC Reaccreditation
6/02	Audit Entrance Conference (Operational, Financial, Federal Reporting)
6/03	Hosted Visit by Trustee Howell
6/05	COP Steering Committee Meeting, Annual Retreat, Professional Development
6/06	COP Business meeting, Policy and Advocacy Meeting
6/10	Madison County Sheriff Ben Stewart Donation to NFCC Public Safety Academy
6/16	Meeting with Supt. Paul Dyal; Judy Johnson; and Jodi Tillman re: Perkins Funding
Upcoming:	
6/18	Chancellor's Leadership Seminar
6/24	Legislative Visits with Senator Montford; and Representative Beshears
6/25	Legislative Visit with Representative Porter

Copies of the May 2014 issue of the Office of Institutional Effectiveness, Research, and Accreditation (OIERA) newsletter were presented for information. Ms. Taylor gave an overview and informed the Board that the newsletter will be presented on a monthly basis and will be posted on the website.

Copies of the Non-Compliance items of the SACSCOC Preliminary Findings from the Preliminary Report of the Reaffirmation Committee were presented for information, and Ms. Taylor gave an overview.

Chairman Williams excused President Grosskopf from the remainder of the meeting for Attorney Leinback to present information regarding President Grosskopf's contract. Chairman Williams commented that during the budget discussion Ms. Mulkey noted that the budget does not cover President Grosskopf's contract.

Attorney Leinback advised that each July 1, President Grosskopf's contract rolls over for an additional year as a two-year rolling agreement. He distributed copies of the contract to the Board and brought attention to and discussed the roll over provisions of the contract. (For information, he explained that at any time prior to July 1 of each year, the Board could vote to notify the President that his contract would not be extended for an additional year, in which case it would expire at the end of the following June.) Attorney Leinback advised that as an action of the Board, the contract will automatically roll over on July 1 for an additional year so that the expiration date will be June 30, 2016. He informed the Board that President Grosskopf's contract does not provide for any automatic salary increases, so each year it is a decision that the Board has to make unless the Board directs Attorney Leinback to revise the contract to include a salary increase.

Chairman Williams and Attorney Leinback discussed President Grosskopf's current salary. Chairman Williams also communicated to the Board that President Grosskopf has expressed his desire to resume working toward completing his doctorate now that his term as Chair of the Council of Presidents has ended.

After discussion and at the request of Mr. Lyons, all agreed to include on the agenda for discussion at the Summer Workshop in July a five-year plan for projected revenues and projected possibilities for salary increases for College leadership including President Grosskopf.

Chairman Williams announced that the District Board of Trustees will have a Summer Workshop in July. Ms. Gaylard will contact Trustees to determine the best date and will then notify them of the date, time, and location of the workshop.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on August 19, 2014, at 5:30 p.m. at the North Florida Community College Board Room.

The meeting adjourned at 7:05 p.m.

Respectfully submitted,

John Grosskopf
President

Michael R. Williams
Chair

/cmg