

MINUTES: January 21, 2014

MEETING: NORTH FLORIDA COMMUNITY COLLEGE  
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Mike Williams, Chair  
Mr. John Grosskopf, President  
Ms. Sharon Benoit  
Mr. R.B. Davis  
Ms. Dawn Gunter  
Mr. Brantly Helvenston  
Mr. Ricky Lyons  
Mr. Billy Washington  
Mr. Gary Wright

ABSENT: Dr. Bill Brothers

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

The meeting was called to order by Mr. Williams, who led the group in the pledge of allegiance to the flag, and Mr. Davis gave the opening prayer.

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

**MOTION:** (Mr. Wright/Mr. Helvenston) That the District Board of Trustees approves the minutes of the November 19, 2013 regular Board meeting as presented. The motion carried unanimously.

**MOTION:** (Mr. Davis/Mr. Helvenston) That the District Board of Trustees approves to establish a consortium with Suwannee County School District in order to implement the 2013-2014 terms and conditions of the Florida Department of Education Carl D. Perkins Career and Technical Education Programs Grant. After an overview by President Grosskopf, the motion carried unanimously.

President Grosskopf welcomed and introduced new NFCC employee David Dunkle, Director of Economic Development Workforce and Career Education. President Grosskopf stated that Mr. Dunkle is coming to NFCC from Taylor County and is committed to providing career training opportunities to the students in our district.

Mr. Dunkle said he is honored to be at NFCC. He said he has devoted his career to adult education and to career/technical education. He said he received his Associate in Arts degree from NFCC and is very pleased for the opportunity to work at such a fine institution.

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

- Hiring of Mike Kirkland as EMS Program Director (Professional – 12-month)
- Hiring of Mekia Jackson as Pharmacy Technician Instructor (Faculty – 11-month)
- Hiring of David Dunkle as Director of Economic Development Workforce and Career Education (Administrator – 12-month)
- Hiring of April Danielle Sadler, RN as Nursing Instructor for LPN Program
- Susan Taylor – change from Instructor (Faculty position) to Coordinator of Institutional Research and Institutional Effectiveness (Professional Staff) and a one-year Faculty Leave of Absence
- Jennifer Page – change from Instructor (Faculty position) to Coordinator of Academic Success Center (Professional Staff)

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

**MOTION:** (Mr. Davis/Ms. Gunter) That the District Board of Trustees approves to extend the following Administrative and Professional contracts through June 30, 2014 as presented on the revised list presented at the meeting:

**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
Edna Ealy	Controller
Kay Hogan	Director of Learning Resources
Skip James	Director of Campus Safety and Security/Coordinator Criminal Justice

District Board of Trustees Minutes

January 21, 2014

Page 3

Kim Halfhill	Director of Recruitment and Student Development
Julie Townsend, RN	Director of Rural Health Institute (11-month)
Philip Wilkerson	Director of Advisement

**PROFESSIONAL CATEGORY**

<u>Name</u>	<u>Position</u>
Clyde Alexander	Director of Fitness Center
Debbie Bass	Coordinator of Health Recruitment and Advisement
Denise Bell	Student Center Manager/Coordinator Student Services/Equity Coordinator
Delvin Boatman	Academic Advisor
Dr. Susie Cashwell	Director of Student Support Services/Student Disabilities Services
Tyler Coody	Coordinator of Fitness and Wellness
Lonnie Ford	Academic Case Manager (Grant Position)
Elizabeth Gonzales	Learning Lab Manager
Randy Kosec	Coordinator of Criminal Justice
Nancy Lillis	Grants Coordinator
Mary Mauldin	Recruitment Specialist/Dual Enrollment Coordinator
Margie Phillips	Coordinator of Database and Reports
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
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 and discussion by the Board, the motion carried unanimously.

**MOTION:** (Mr. Lyons/Mr. Helvenston) That the District Board of Trustees approves the warrant lists for November and December 2013. After an overview by Ms. Mulkey and discussion by the Board, the motion carried unanimously.

The Revenue and Expenditure Reports for November and December 2013 were presented as information items, as were the Statements of Account, and Ms. Mulkey presented an overview.

**MOTION:** (Mr. Wright/Mr. Davis) That the District Board of Trustees approves the State Board of Education Annual Comprehensive Safety Inspection Report for Fiscal Year 2013-2014 as presented at the meeting. After an overview by Ms. Mulkey and discussion by the Board, the motion carried unanimously.

Ms. Mulkey advised that each of the Trustees should have received from the Auditor General copies of the financial audit and the federal audit. Ms. Mulkey presented an overview of the audit reports.

Mr. Barnes presented an update regarding the NFCC Foundation and mentioned the following:

- The Clay Shoot Fundraiser grossed a total of \$16,005.00, and after expenses, the total amount was \$11,982.77.
- He has visited with foundation directors of some other nearby colleges and has gathered information and ideas, some of which he is looking into the possibility of utilizing in an effort to expand our Foundation Board and improve our outreach and service in our district. He said there are a lot of ideas, all of which are conceptual at this point, and he is looking forward to discussing those ideas at the February Foundation Board meeting.

**PRESIDENT’S HIGHLIGHTS**

11/20	Meeting with Senator Montford
11/21	Meeting with Sheryl Rehberg, Executive Director of North Florida Workforce Development Board
12/03	Rural Health Network Grant Planning Meeting Department of Labor Grant Orientation
12/06	Panhandle Area Educational Consortium (PAEC) Camp at Public Safety Academy
12/12	RN Class Orientation Speaker at Madison Woman’s Club Pinning Ceremony for RN Graduates
12/17	Fall Commencement
1/07	Spring Semester Kick-Off Activities
1/09	Council of Presidents Professional Development and Steering Committee Meeting Council of Presidents Policy and Advocacy Meeting Council of Presidents Business Meeting
1/14	Meetings with Southern Association of Colleges and Schools Commission On Colleges (SACSCOC) Vice President Barry Goldstein on Campus
1/16	Open Council Meeting Upcoming:
1/22-23	First Annual NFCC Student Leadership Forum
1/28	Meeting with Kim McDougal and Governor’s Staff; Meetings with Tim Elwell, Senate Education Appropriations; and Allyce Heflin, House Education Appropriations re. Performance Funding Measures
1/29	Student Government Association (SGA) Inauguration
2/03-04	Trustee Legislative Conference Florida College System Trustee Reception at Governor’s Mansion
2/05-06	Council of Presidents Meeting in Tallahassee

President Grosskopf discussed the following legislative issues:

- Increased Utilization and Performance of Technical Centers in the State
- Florida College System Chancellor Position

- Governance
- Electrical Usage Tax and PECO Fund
- Dual Enrollment

President Grosskopf announced the following information regarding the Nursing Program:

- Licensed Practical Nursing (LPN) State Board Exam Pass Rate:
  - o State of Florida Average - 75.38%
  - o National Average – 84.63%
  - o **NFCC – 100%**
- Registered Nurse (RN) State Board Exam Pass Rate:
  - o State of Florida Average – 76.7%
  - o National Average – 83%
  - o **NFCC – 91.6%**

#### ATTORNEY TIME

- Attorney Leinback thanked the Trustees who have completed and submitted to his office the President and Institution evaluations and commented that he hopes to receive the others by the last week in January. He advised that the evaluations will then be compiled into a composite evaluation of the President and of the Institution and will be presented to the Board at the February meeting.
- Attorney Leinback requested the Board's approval to pay his travel expenses at the state rate to attend the Annual Community College Attorneys Conference in Orlando on January 23.

**MOTION:** (Mr. Helvenston/Mr. Washington) That the District Board of Trustees approves to reimburse Attorney Leinback for his travel expenses at the state rate to attend the Annual Community College Attorneys Conference in Orlando on January 23, 2014. The motion carried unanimously.

#### GOOD OF THE ORDER

Mr. Davis announced his resignation on the North Florida Community College District Board of Trustees, as he advised that the Governor has appointed him to serve as Judge in Bradford County. He said it is with great reluctance that he must submit his resignation as a Trustee for the College, as it is a great Board and NFCC is a great school with outstanding leadership.

Chairman Williams thanked Mr. Davis for his service and commented that it has been a pleasure to serve with him. He wished Mr. Davis the very best in his new endeavor.

Chairman Williams brought attention to the framed documents placed in the Board Room, and President Grosskopf advised that among the documents contained in the frame are a letter from Governor Scott and a hand-written postcard from the Governor congratulating us and acknowledging NFCC's ranking in *Washington Monthly* as one of the best community colleges in the nation.

District Board of Trustees Minutes

January 21, 2014

Page 6

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on February 18, 2014, at 5:30 p.m. at the North Florida Community College Board Room.

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

John Grosskopf  
President

Michael R. Williams  
Chair

/cmg