

MINUTES: July 29, 2014

MEETING: NORTH FLORIDA COMMUNITY COLLEGE
MADISON, FLORIDA
SUMMER WORKSHOP

TRUSTEES PRESENT: Mr. Mike Williams, Chair
Mr. John Grosskopf, President
Ms. Sharon Benoit
Ms. Dawn Gunter
Mr. David Howell
Mr. Ricky Lyons
Mr. Billy Washington
Mr. Gary Wright

ABSENT: Dr. Bill Brothers
Mr. Brantly Helvenston

STAFF PRESENT: Mr. Andy Barnes
Dr. Sharon Erle
Ms. Cindy Gaylard, Recording Secretary
Mr. Scott Hubert, Audio Visual Technician
Mr. Bill Hunter
Ms. Amelia Mulkey
Ms. Mary Anne Wheeler
Ms. Kim Scarboro

Mr. Bruce Leinback, Board Attorney

Mr. Williams welcomed everyone to the Summer Workshop and advised that a workshop is held each summer to refresh the Board on the roles of the various departments and staff and how the Board can assist and ensure that they have what they need in order to carry out the mission of the College and also to remind the Trustees of their responsibilities and limits of authority as Board members. Trustees and staff members introduced themselves.

Dr. Erle presented an organizational chart and gave an overview of Academic Affairs and discussed each of the following:

- Outline of General Areas of Responsibility
- Recently Added Academic Programs and Services
- Programs Awaiting SACSCOC Approval for 2014-2015 Implementation
- Upcoming Curricular and Academic Issues for 2014-2015

Ms. Wheeler presented a copy of the organizational chart for Enrollment and Student Services consisting of five departments that employs a total of 25 employees and approximately 40 student workers. She gave an overview and an update of each of the following:

- Enrollment Services: Admissions; Veteran’s Affairs; Dual Enrollment; Testing; Registration/Records; Graduation
- Recruitment/Advising/Retention
- Student Support Services/Student Disability Services
- Student Activities/Student Center Manager
- Fitness and Wellness

With regard to student recruitment, Mr. Washington suggested the possibility of looking into programs such as Army Career and Alumni Program (ACAP) to reach out to veterans and those in the military. Other recruitment efforts were discussed, as well.

BREAK

Mr. Barnes advised the Board of NFCC’s new promotion campaign, and he introduced Ms. Scarboro of College Advancement, who said that our promotion campaign slogan is “Changes Lives – NFCC Does That,” which she said, is very appropriate because NFCC truly does change lives, as we hear that from our students, our employees, and our community. She distributed and reviewed copies of information that Trustees and others can use as “talking points” to help get the word out about how NFCC changes lives. She showed images and comments from students telling what NFCC has meant in their lives. She showed a very moving video of NFCC graduate Jonathan Bolick telling how NFCC has impacted his life. She shared NFCC radio advertisements, newspaper ads, and billboard signs. She said as a part of this promotion campaign, we are trying to share these stories with others so that they, too, will know that NFCC changes lives. (There were suggestions and discussions regarding the best ways to communicate the great things NFCC has to offer.)

Mr. Barnes distributed copies of information and presented an overview of the following areas of Development/External Affairs:

- College Advancement
 - Campus Campaign
 - Marketing/Media
 - Artist Series (Artist Angels)
 - Website
 - Catalog Compilation
- Grants
 - XCEL-IT: Includes a 600-hour PSAV Automation and Production Technology certificate; a 30-hour college credit certificate in Network Security; and a 25-hour college credit certificate in Business Development and Entrepreneurship
 - Health Information Technology (HIT) Workforce program grant

- Trade Adjustment Assistance Community College and Career Training (TAACCCT) Program Grant with Florida State College at Jacksonville: Focusing on Logistics
- Perkins: NFCC is awaiting letters of support for the split of rural and sparsely populated funds from Hamilton and Lafayette Counties to complete its application for the 2014-2015 Perkins funding.
- Student Support Services (SSS) – is up for re-write this fall/winter
- Title III Grant – helps eligible colleges become self-sufficient and expand their capacity to serve low-income students
- National Science Foundation Advanced Technology Education (ATE) Program Grant – focuses on the development of education for technicians for high-technology fields in community colleges
- NFCC Foundation: Mr. Barnes presented a budget status report for 2013-2014 showing the following:
 - Foundation Cost \$139,693.19
(Does not include operating cost of facilities or facilities capital outlay items)
 - Foundation Contribution to College \$178,005.37
 - Return on Investment 27%

Mr. Barnes advised that he is hoping to have the Foundation finance committee chair attend the next Board of Trustees meeting to present an updated budget report listing their expected return on investment.

Mr. Barnes also discussed the following:

- Foundation Board development and new prospects
- Upcoming Annual Clay Shoot Fundraiser (Date is set for November 1, 2014) There will be a 10% discount for early registration by August 30 so there will need to be at least one additional team sponsor over last year. He distributed copies of information to the Trustees with details and talking points and reiterated the importance of having their help in acquiring sponsors for the event.
- In addition to the Annual Clay Shoot, he is encouraging the Foundation Fundraising Committee to come up with other ideas for fundraising, and he mentioned some possibilities, i.e. Race to \$1000; Event at Heritage Park, etc. He asked that Trustees let him know of any ideas they might have, as well.

Ms. Mulkey distributed copies of information with an organizational chart and presented an overview of the Department of Administrative Services. As Chief Financial Officer, the Dean of Administrative Services supervises areas of Finance, Physical Plant, Computer Services, and Financial Aid. She discussed the following responsibilities:

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- Budget process including adequate institutional financial records ensuring fiscal stability
- Purchasing (requisitions, purchase orders, receiving, processing of accounts payable and property inventory, providing adequate materials, supplies and equipment to meet college-wide needs)
- Collection and distribution of monies
- Providing auxiliary enterprises to adequately serve students and staff
- Operation and maintenance of buildings and providing security services (She distributed copies of the NFCC Deferred Maintenance 3-Year List for upcoming projects.)
- Operation of student financial assistance
- Oversight of campus wide computer services including all hardware, software, and networking systems

Ms. Mulkey reported the following:

- She distributed copies of the information gathered from the salary study that was requested by the Board at the June Board meeting. The salaries of the top administrators (Management Team) at NFCC were compared to their counterparts at five other institutions of closest like size. Ms. Mulkey presented an overview of the findings, along with a 5-year salary plan as a discussion starting point for the Board's consideration since all three deans will be retiring within two years and others will need to be hired to fill those positions.
- In regards to the one-year experience salary increase in the average amount of 2% approved by the Board at the June meeting for employees, Ms. Mulkey advised that three fairly long-time employees did not get the salary increase because they are at the maximum for their salary ranges. She suggested discussing at some point in the future the possibility of giving them a one-time payment of the 2%.
 - Ms. Gunter requested that years of service and salary ranges for the Management Team positions at the other institutions be provided to the Board.
 - Mr. Lyons requested a recommendation at the August Board meeting for a salary range and succession plan for the Management Team positions and a 5-year salary plan in concept for the President contingent upon performance to be approved annually.
 - Mr. Wright requested a recommendation to include a one-time payment of the 2% for the three employees that did not get the salary increase.

LUNCH BREAK

President Grosskopf presented a College update and discussed the following priority actions for 2014-2016:

- Increase College enrollment to 1000+ FTE
- Continue expansion of quality sustainable workforce programs.

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- Maintain highest caliber staffing and succession planning.
- Obtain sufficient funding for operational excellence and satisfaction of College mission.

President Grosskopf discussed the following legislative issues and presented an overview of each:

- HB 851 (Relating to Veterans and Undocumented Residency Tuition and Fees)
- SB 850 (Relating to Early Collegiate Academies)
 - Required to submit our first articulation contracts by December 2014
- Florida Retirement System
 - Changes that would close out the traditional pension plan to all new employees and require them to go into an investment plan – introduced and failed but is likely to return next year.
 - Employee contribution of 3% could possibly return to require an additional 2%.
- Postsecondary Textbook Affordability
- School District Technical Colleges
- Dual Enrollment
- Perkins Funding

President Grosskopf distributed copies of a proposed amendment to the Strategic Plan to address student learning outcomes in Goal 1. He presented an overview and advised that at the August Board meeting he will be requesting approval to amend the Strategic Plan.

Attorney Leinback distributed copies of information and presented an overview of each of the following and discussed how it relates to the individual Trustees and to the Board as a body:

- Code of Ethics for Public Officers and Employees
- The Sunshine Law
- Public Records

Attorney Leinback commented that he would like some guidance from the Board on the President's contract, and President Grosskopf was excused from the remainder of the workshop.

Attorney Leinback reminded the Board that the President's contract renewed automatically on July 1, 2014. He advised that the contract does not contain any provision for a raise, and without action by the Board at an upcoming meeting, his salary will remain unchanged. He asked for the Board's guidance as to whether or not he should be prepared to possibly make some revisions to the contract. Trustees agreed that Attorney Leinback should be prepared to make some revisions to President Grosskopf's contract in case the Board approves a salary increase at the Board meeting and that it should be effective as of July 1, 2014.

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The workshop adjourned at 1:55 p.m.

Respectfully submitted,

John Grosskopf
President

Michael R. Williams
Chair

/cmg