

MINUTES: September 16, 2014

MEETING: NORTH FLORIDA COMMUNITY COLLEGE  
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Mike Williams, Chair  
Mr. John Grosskopf, President  
Ms. Sharon Benoit  
Dr. Bill Brothers  
Mr. David Howell  
Mr. Ricky Lyons  
Mr. Billy Washington

ABSENT: Mr. Brantly Helvenston  
Mr. Gary Wright

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  
Ms. Amelia Mulkey  
Ms. Susan Taylor  
Ms. Mary Anne Wheeler

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 followed by the opening prayer by Mr. Lyons.

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

**MOTION:** (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves the minutes of the August 19, 2014 regular Board meeting as presented. The motion carried unanimously.

**MOTION:** (Mr. Washington/Ms. Benoit) That the District Board of Trustees approves the agreements between North Florida Community College and the following clinical facilities:

- Advent Christian Village
- Lafayette Health Care Center

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

Mr. Dunkle reminded the Trustees of the Automation and Production Technology (APT) program Open House on September 25. He said invitations were sent out last week, and he wanted to ensure that Trustees had received their invitations. He commented that there is great industry support, and many people are slated to attend the event.

**MOTION:** (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the Memorandum of Understanding with the State of Florida Drivers License and/or Motor Vehicle Record Data Exchange. After an overview by Ms. Wheeler, the motion carried unanimously.

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

- Hiring of Vanessa Brown-Stevenson as Academic Case Manager/Student Disability Services Specialist (Professional – 12 months).

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

**MOTION:** (Dr. Brothers/Mr. Lyons) That the District Board of Trustees approves the warrant list for August 2014. The motion carried unanimously.

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

**MOTION:** (Mr. Lyons/Mr. Howell) That the District Board of Trustees approves the Fire Safety, Sanitation and Casualty Inspection Report for the 2014-2015 year. Ms. Mulkey advised that this inspection is performed as a service through the Florida Community College Risk Management Consortium and includes its anticipated date for deficiency correction. She advised that the Maintenance Department is currently correcting all deficiencies noted. After an overview by Ms. Mulkey, the motion carried unanimously.

The Fiscal Operations Report was presented as an item of information. Ms. Mulkey advised that the report provides information to the U.S. Department of Education regarding disbursements of Pell Grant, Supplemental Education Opportunity Grant, and Federal Work-Study funds to students enrolled at North Florida Community College.

**MOTION:** (Mr. Washington/Ms. Benoit) That the District Board of Trustees approves the Consulting Agreement between North Florida Community College and Remote Technical Solutions, Inc. with Addendum No. 1 as presented at the meeting. After an overview by Ms. Mulkey and Attorney Leinback, the motion carried unanimously.

**MOTION:** (Mr. Lyons/Dr. Brothers) That the District Board of Trustees approves the Application for Payment to Peter Brown Construction in the amount of \$27,481.51. Ms. Mulkey advised that this includes a deductive change order in the amount of \$7,593.83, with a final project cost of \$161,218.17. Ms. Mulkey advised that this project covered the remodel of space in Building 13 to house the Automation and Production Technology program. After an overview by Ms. Mulkey, the motion carried unanimously.

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

- The Clay Shoot will be held on November 1, 2014, and we have three verbal commitments for new sponsors and are still working on others. He asked Trustees to let him know if they have any leads for additional sponsors.
- There are some new potential Foundation Board members that he will be presenting for approval sometime in the future.

**PRESIDENT'S HIGHLIGHTS**

8/21	NFCC Back to School Activities
8/28	Council of Presidents Steering Committee
9/02	Audit Exit Conference
9/04	NFCC Presentation at Advent Christian Village
9/08	NFCC Health Screening
9/10	Student Support Services Luncheon with the President
9/11	Open Council
Upcoming	
9/25	Automation Production Technology Program Open House
9/29	Artist Series Kick-Off Show
10/07-09	Southern Association of Colleges & Schools Commission on Colleges (SACSCOC) Onsite Visit

President Grosskopf mentioned that approximately three months ago he asked the Board's permission to explore in theory an opportunity to assist our school districts to regain some of the funds they paid to us for Dual Enrollment tuition, and the Board authorized him to explore a legitimate methodology for returning up to one-third of those funds. He advised that at the audit exit conference we discovered that they had no findings with the mechanism we used last year, which was to allow the schools to pay our Dual Enrollment tuition invoice and then allow them to invoice us for a percentage of their textbook costs. He explained that the way we avoided audit comment was the materials specified that those textbook purchases would remain the property of NFCC. We would allow them to remain in the schools' custody for their use for Dual Enrollment students, but since the ownership remained with NFCC, that seemed to clear all of the hurdles for our audit at this point. He said what we are hearing from some of our fellow institutions is that there is trouble all over the board with this issue with the various ways schools tried to address this, and NFCC might be one of the few in the state that dodged a bullet on this particular mechanism. He said that with the Board's permission, he and Ms. Mulkey will draft a letter explaining this mechanism and will send it out to the district superintendents whereby we can facilitate them receiving back some of their tuition.

**MOTION:** (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves to authorize President Grosskopf and Ms. Mulkey to prepare a letter and send to the district school superintendents explaining the mechanism for NFCC to facilitate them receiving back some of their tuition for Dual Enrollment. The motion carried unanimously.

**ATTORNEY TIME**

Attorney Leinback advised that at the last Board meeting, Chairman Williams requested that he bring the Board up-to-date on the Wardlaw-Smith-Goza Mansion that the College owns, and he gave some of the history of ownership of the Mansion. He stated that in 2013 the Board voted to enter into a contract with realtor, Bill Warinner, who is on the Board of the Florida Trust for Historic Preservation, but unfortunately, the building has not sold, and the issue now is whether or not the College wants to renew his agreement. He said since neither he nor anyone at the College has been contacted by Mr. Warinner, he may not be interested in renewing the contract, and the question becomes how we want to handle looking for another realtor. He said that although the College is not required to seek competitive solicitations, if it chooses to do so, we would want to seek a minimum of three real estate firms to make a competitive proposal to the College in terms of how they would market it, and the College would then have to review those. He suggested that Ms. Mulkey and her staff could set up an outline of the criteria that would be important for something like this, or the College could look for someone who might be able to do the job privately. He commented that he was contacted by local realtor Vivian Searcy, who does have a background in selling historical properties.

After discussion, the consensus of the Board was to seek out other realtors with knowledge of the area. The Board instructed College staff to prepare a Request For Proposal, and Ms. Benoit agreed to provide assistance to help determine appropriate criteria. President Grosskopf said as soon as the basic RFP is constructed, he will email it to each individual Trustee and will ask them to give their thoughts and send directly back to him, and he will use the collective feedback to guide the final product to present at the next Board meeting.

A copy of the Office of Institutional Effectiveness, Research, & Accreditation (OIERA) newsletter for the month of September was included as an item of information.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on October 21, 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