

MINUTES: May 19, 2020

MEETING: NORTH FLORIDA COLLEGE
MADISON, FLORIDA (HELD TELEPHONICALLY DUE TO COVID-19)

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

TRUSTEES ABSENT: Mr. J. Travis Coker

STAFF PRESENT: Mr. Rick Davis
Ms. Kay Hogan
Mr. Bill Hunter
Ms. Judy Lundell
Ms. Jennifer Page
Ms. Tisha Phillips, Audio Technician
Mr. Micah Rodgers
Ms. Kristin Summers
Ms. Michelle Wheeler, Recording Secretary

Mr. Rob Sniffen, Board Attorney

The Board meeting was called to order at 5:30 p.m. by Chair Mike Williams, who asked Mr. Washington to open the meeting with prayer. Chairman Williams asked Michelle Wheeler to take attendance and give procedural instructions for the telephonic meeting.

MOTION: (Haas/Lyons) That the District Board of Trustees approves to adopt the Revised Agenda as presented. The motion carried unanimously.

MOTION: (Wright/A. Williams) That the District Board of Trustees approves the minutes of the April 21, 2020 meeting as presented. The motion carried unanimously.

ACADEMIC AFFAIRS

MOTION: (Lyons/Haas) That the District Board of Trustees approves the Examity online proctoring agreement for proctoring the HESI. This recommendation will allow NFC to enter into an agreement with the proctoring company "Examity." This agreement is necessary in order to proceed with online proctoring of the HESI (Health Education Systems Incorporated) test.

Examity is a HESI-approved proctoring company. The HESI exam is used in nursing and allied health programs to assist with application selection procedures and to prepare students for licensure during the program. The motion carried unanimously.

Ms. Page provided an update on the Sentinel Scholars Collegiate Academy.

EMPLOYEE SERVICES

MOTION: (Haas/Washington) That the District Board of Trustees approves the annual faculty contracts attached. This recommendation would permit routine award of contracts to individuals and facilitate growth, development, and improvement of NFC.

1. The following faculty members are on annual contract and are recommended for contract renewals for the 2020- 2021 academic year.

<u>Name</u>	<u>Position</u>
Brandi Browning, RN	Instructor - Nursing
Dr. Carol Burkhart	Instructor - Biology
Anna Doughty	Instructor - Biology
William Eustace	Instructor - Technology
Michelle Ginn	Instructor - Social Science
Dr. Jamie Holland, RN	Instructor - Nursing
Tim Knickerbocker	Instructor - English
Dr. Manoharan Mariappan	Instructor - Chemistry
Paula McCullers	Instructor - English
Takiyah Mitchell	Instructor - Medical Billing
Robin Pearson, RN	Instructor - Nursing
Brandy Plummer, RN	Instructor - Nursing
Maricela Valdez, RN	Instructor - Nursing

MOTION: (Washington/Howell) that the District Board of Trustees approves the contract for lawn services/groundskeeping with C & R Lawn Service of Taylor County, LLC, with the correction of the name of the company on the contract, for the amount of \$93,500.00. Our last RFP for lawn service was in 2009. NFC received seven (7) blind and sealed bid proposals. Four proposals were incomplete and, therefore, not considered. C & R Lawn Service of Taylor County LLC offered the most comprehensive services and at the lowest cost. This recommendation will change the current lawn services company in order to enhance the College campus and grounds. The contract has been reviewed by the Board Attorney. The motion carried with 6 in favor and 1 opposed.

ADMINISTRATIVE AND BUSINESS SERVICES

MOTION:(Lyons/Benoit) That the District Board of Trustees approves the Warrant List through April 30, 2020 as presented. The motion carried unanimously.

The current funds unrestricted, revenue, and expenditure report for April was presented as an informational item as was the statement of account. The College is currently earning an interest rate of .95%, which yielded approximately \$4,100 last month.

MOTION: (Haas/Lyons) That the District Board of Trustees approves the duplication services agreement with RJ Young. This recommendation is for a continuation of services with an upgrade to equipment. The motion carried unanimously.

MOTION: (Haas/Benoit) That the District Board of Trustees approves the suspension of Student Activity and Capital Improvement fees for the summer semester and the reimbursement of these fees to students who have already paid. The fees will be assessed for upcoming semesters when normal campus activities resume. The motion carried unanimously.

DEVELOPMENT & EXTERNAL AFFAIRS

Ms. Judy Lundell provided an overview of the Foundation Report for May 2020.

PRESIDENT'S HIGHLIGHTS

President Grosskopf presented the notification from Saint Leo University regarding the closure of their Madison office. This is sad news for us as they have been a welcome partner and we wish them well.

President Grosskopf presented Board Policies that have SACSCOC principles added to the bottom of the policies for approval.

MOTION: (Lyons/Washington): That the District Board of Trustees approves the attached non-substantive changes to NFC policies 1.02, 1.04, 1.09, 2.00, and 2.02 to better align with SACSCOC principles. The changes are non-substantive and do not alter the meaning or intent of the policies. The motion carried unanimously.

President Grosskopf asked Micah Rodgers to give an overview of Federal CARES Act money. Mr. Rodgers related that this US Government allocation for higher education institutions to alleviate costs associated with the disruption of campus operations caused by coronavirus. North Florida College was allocated approximately \$715,000 in grant funds. The grant requires that at least 50% of those funds (\$358,000) be spent on emergency financial aid grants for students. This was a grant that had to be applied for and once approved, the funds have been received by the College. The additional \$357,000 is the institutional portion of the grant and it is to be used to cover costs associated with significant changes and delivery of instruction due to COVID-19. The possibilities of the types of things these funds can be used for are subject to ongoing interpretation and a better understanding of the grant. The Secretary of Education is encouraging

colleges to use the institutional portion for expanding remote learning programs, building IT capacity, and to train faculty and staff to operate effectively in a remote learning environment. None of the funds have been distributed to date, but a comprehensive campaign has been initiated to inform students of the availability of this financial aid, along with an application process for determining need. The Sentinel Care team that President Grosskopf assembled at the beginning of the campus closure in March has been making phone calls to all potentially eligible students. In the 8 days that the portal has been open for applications, we have received 300 student applications. This is confirmation that our message is being received by the students. These applications are currently being reviewed to confirm the eligibility requirements. Applications must be received by June 15. It is possible that these funds may be rolled into needs for the fall semester, but like many federal grants if they are not used, any surplus will have to be sent back. It will depend on if our campus operations are still disrupted in the fall term.

ATTORNEY TIME

Bid Solicitations: The process for selecting vendors for services does not allow for Board Members to influence the decisions of the college. Attorney Sniffen gave the reminder that these types of inquiries from the community must simply be deferred to the college staff.

Coronavirus zoom calls among college attorneys: Some information shared has been very beneficial and productive. Attorney Sniffen has proudly displayed an NFC background during these calls while representing the college.

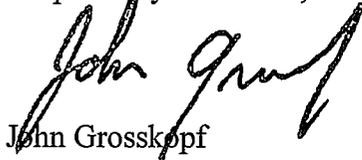
President's Evaluations: Attorney Sniffen presented an overview of the Evaluation Summaries of the President that were emailed to the Trustees for their review followed by a brief discussion of the comments.

GOOD OF THE ORDER

Chairman Williams announced that the budget workshop will be held on June 16, 2020 at 5:00 p.m., in the Student Center followed by the regular meeting of the District Board of Trustees at 5:30 p.m.

The meeting adjourned at 6:26 p.m.

Respectfully submitted,



John Grosskopf

President

/mmw



Michael R. Williams

Chair