

MINUTES: September 21, 2021

MEETING: NORTH FLORIDA COLLEGE
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Ricky Lyons, Chair
Mr. Billy Washington, Vice Chair
Mr. J. Travis Coker
Mr. David Howell
Mr. Gary Wright

TRUSTEES ABSENT: Mrs. Sharon Benoit
Mrs. Sandra Haas
Mr. Al Williams
Mr. Mike Williams

STAFF PRESENT: President John Grosskopf
Larry Akers
Tyler Coody
Kay Hogan
Dr. James Holland
Judy Lundell
Dani Mays
Ellie Morgan
Jennifer Page
Micah Rodgers
Connor Starling, Audio/Visual Technician
Kristin Summers
Michelle Wheeler

Rob Sniffen, Board Attorney

The regular meeting was called to order at 5:31 p.m. by Chair Ricky Lyons, who asked Mr. Washington to open the meeting with a prayer and lead the pledge of allegiance. In the absence of quorum, Chair Lyons called a brief recess to wait until Mr. Coker arrives to begin discussing this month's business.

The meeting was called back to order at 5:45 pm. Mr. Coker was delayed due to a traffic incident on the interstate.

MOTION: (Washington/Wright) That the District Board of Trustees adopts the agenda as presented. The motion carried by general consent.

MOTION: (Howell/Wright) That the District Board of Trustees adopts the minutes for the July 21, 2021 Summer Workshop and August 17, 2021 Regular Meeting as presented. The motion carried unanimously.

PUBLIC INPUT

Chair Lyons asked for public input and the President stated that no requests were submitted.

CAREER AND WORKFORCE EDUCATION

Dr. Holland presented the following items for approval:

MOTION: (Coker/Howell) That the District Board of Trustees approves the agreements with the following agencies: John D. Archbold Memorial Hospital renewal and The University of West Florida name change amendment. This recommendation will ensure that the Allied Health Department of North Florida College will have adequate clinical locations to provide clinical experience for students as required. The motion carried unanimously.

There was a brief discussion regarding the strong relationship with Archbold and the Nursing Department. Mr. Wright inquired about out-of-state tuition and articulation agreements in Thomasville, Georgia.

Dean Page presented the following item for approval:

MOTION: (Coker/Washington) That the District Board of Trustees approves the attached agreement between North Florida College and Taylor County School District (TCSD) via Perkins V Postsecondary Career and Technical Education Consortium whereas each member of the NFC and Taylor Consortium agrees to enter into a Perkins V Postsecondary Career and Technical Education Consortium agreement for the mutual benefit of the TCSD and NFC students. The motion carried unanimously.

Mr. Coker commented that these partnerships have been life-changing for many of his family and friends.

MOTION: (Coker/Washington) That the District Board of Trustees approves the attached agreement between North Florida College and Century Ambulance pending approval by the attorney. This agreement will provide North Florida College EMS Program students the opportunity for clinical experience. The motion carried unanimously.

Note: The attorney approved the agreement as presented with the following two changes: The number on the last paragraph was removed and the name "ProctorU" was changed to "Century."

EMPLOYEE SERVICES

Tyler Coody presented the following items for approval:

MOTION: (Coker/Washington) That the District Board of Trustees approves the hiring of Stormy Waldron for the position of Nursing Faculty (11 month) as an Emergency Hire due to a mid-semester resignation. Stormy is currently employed as the Coordinator of Allied Health at NFC and has been filling the role of instructor as needed. Mr. Coker inquired about her qualifications as the attached sheet says her BSN is in progress. The motion carried unanimously.

The Suwannee River Counseling Services Summary was presented as an item of information per the Board's request at the last meeting.

MOTION: (Coker/Washington) That the District Board of Trustees adopts the attached policy on ethics and integrity. Statutory legal notice requirements have been met. The policy was advertised for 30 days as required by Florida Sunshine Law and there were no comments or objections from the public. This recommendation will allow the College to publish the new policy within the Employee Services section of the policy manual and on the College Website. The motion carried unanimously.

ADMINISTRATIVE AND BUSINESS SERVICES

Dean Micah Rodgers presented the following items:

MOTION: (Coker/Howell) That the District Board of Trustees approves the Warrant List through August 31, 2021 as presented. The motion carried unanimously.

The Statement of Account was presented as an informational item as was the Current Funds Unrestricted Revenue and Expenditure Report.

MOTION: (Washington/Coker) That the District Board of Trustees approves the Annual Financial Report for fiscal year 2020-2021. After an overview of the report, the motion carried unanimously.

Mr. Washington inquired about the 5% fund balance requirement. President Grosskopf explained that Senator Stargel is open to the idea of carving out an outlier due to this year's example of how financially vulnerable the College would be if we had to weather so many unexpected expenses with only 5%. The Council of Presidents will be lobbying similarly at the state level for fiscal viability of each institution.

MOTION: (Coker/Howell) That the District Board of Trustees approves the Carryforward Spending Plan. Dean Rodgers gave a brief overview of the plan including general maintenance requirements such as replacing HVAC units, control systems, lighting, and the new CWE building. More detailed requests to transfer funds will be brought for approval prior to spending the funds. The motion carried unanimously.

DEVELOPMENT AND EXTERNAL AFFAIRS

Judy Lundell discussed the following from the Foundation Report for August 2021:

- Fall 2021 Scholarships
- Last Mile Scholarship
- Pilgrim's Pride Better Future Program
- NFC Foundation Grant Awards for 2021-2022
- John Lee Gerstmyer Memorial Scholarship Endowment

- Mildred Bruner Endowment
- Boothe Family Scholarship additional \$18,500 Endowment
- Top Gun Sharp-Shooter Competition sponsored by Sniffen & Spellman
- Balance Sheet and audit report will be presented in October

INSTITUTIONAL REPORTS

Ellie Morgan, Coordinator of Library Services, presented highlights on the NFC iCare Team Mentoring Program using the handout included in the packet. We have received great feedback already regarding students who would have fallen behind without a contact to help them navigate the college experience. Looking forward to seeing the program evolve over the next few months and anticipating sharing positive results of retention and completion data related to this program. Mentoring toolbox has been useful across campus for all employees, not just mentors, for helping students. D2L Learning Management System that is used by the students is also being used by the Mentors, further enhancing their effectiveness and familiarity with the student experience. Coordinator Morgan thanked President Grosskopf for the opportunity and the resources to work on this exciting new program.

PRESIDENT'S HIGHLIGHTS

Kristin Summers presented the following for approval:

MOTION: (Washington/Coker) That the District Board of Trustees approves the following edits to current policies for September 2021 to align with SACSCOC Principles of Accreditation. The applicable SACSCOC standards have been noted at the end of each policy. The motion carried unanimously.

President Grosskopf provided updates on the following:

Legislative Issues:

Small college consortium is resuming its legislative activity today by lobbying for funding equity so that those who have been historically underfunded receive a larger share of the appropriations. President Grosskopf will be joining his partners in this effort tomorrow morning with Senators Bradley, Representative Clemons, and Representative Shoaf. Thursday, September 23, 2021 will have meetings with Representative Brannen and Senator Ausley. He is waiting on an appointment with Executive Chancellor Paul and has spent many hours with Chancellor Hebda to review this issue. This will be the focus of his legislative activity until the session begins.

Perkins Rural Grant:

President Grosskopf shared a letter from Chancellor Mack that states the methodology for the calculations used to split the Perkins Grant. It is a base allocation of \$10,000 per institution and a proportional share of the difference. We are attempting to work closely with the Chancellor's office to make this process more efficient and effective. The letter explains their office's distribution model which gives equal funding to all CTE efforts, which means that the proportional share that we receive for LPN courses is equal to what

is given for high school students taking a computer apps course. The cost of the programming is not considered in this methodology, so we still have some work to do to with this office but will keep the Board informed of our progress on this front.

The Chronicle of Higher Education:

NFC has been named a Great College to Work for in 2021. This is the 6th year in a row that we have received this recognition from the Chronicle of Higher Education. We are the only Florida College Institution to receive this honor. Also, in the Small College category, NFC is ranked number 2 in the nation. This is determined from performance data, and feedback from our employees and students.

Charter School Conference on October 20-22 in Orlando. Several staff will be attending, courtesy of the Office of School Choice. They will cover our conference registration fees and accommodations. We are hoping to learn and come back inspired with lots of ideas for our dreams for NFC's future.

ATTORNEY TIME

Attorney Sniffen discussed the following:

- Sharpshooter Competition
- President's Contract Renewal
The Board asked Attorney Sniffen to work with Board Chair Lyons, Tyler Coody, and Micah Rodgers to come up with a recommendation for the renewal of the President's contract including a retroactive pay increase for their approval.
- NFC iCare Mentoring – Attorney Sniffen was impressed by the efforts by our small college to bring about something so important to the students. He has seen programs such as this in the much larger colleges and is proud of the work done here.

GOOD OF THE ORDER

Kay Hogan invited the Board to tour the Club Expo displays on the tables in the Student Center before dinner. We are trying to bring our Student Activities back to pre-pandemic levels, and the reformation of clubs is a step in that direction.

Chair Lyons announced that next meeting will be held on Tuesday, October 19, 2021 at 5:30 p.m. in the Board Room.

Mr. Howell asked if the Board could be reminded of the importance of their attendance as we almost missed having a quorum again. President Grosskopf explained that the College cannot overstep its position by directing the Board on this issue. The Board occupies the role of governance and would have to make that decision as a group under the Chair's direction.

Chair Lyons asked Mr. Howell to pray before dinner and the meeting was adjourned at 6:48 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "John Grosskopf". The signature is written in a cursive style with a large, prominent "J" and "G".

John Grosskopf
President

A handwritten signature in blue ink that reads "Ricky Lyons". The signature is written in a cursive style with a large, prominent "R" and "L".

Ricky Lyons
Chair

/mmw