

MINUTES: August 18, 2020

MEETING: NORTH FLORIDA COLLEGE
MADISON, FLORIDA

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

TRUSTEES ABSENT: Mrs. Sharon Benoit

STAFF PRESENT: Larry Akers
Kay Hogan
Dr. James Holland
Bill Hunter
Judy Lundell
Jennifer Page
Micah Rodgers
Kim Scarboro
Connor Starling, Audio/Visual Technician
Kristin Summers
Michelle Wheeler, Recording Secretary

The Board meeting was called to order at 5:31 p.m. by Chair Mike William who asked Mr. Coker to open the meeting with prayer followed by the pledge of allegiance.

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

Mr. Williams began the Board Organization and before turning this over to the President, he announced his desire to step down as Board Chair to allow another trustee to serve in this capacity of leadership. He explained that the Board Chair has the privilege of gaining more intimate knowledge and a closer working relationship with the administration and in seeing what lies ahead for the college. Mr. Williams feels that the more of the trustees around the table that have the opportunity to serve as chair, the more institutional knowledge can be gained for leading the college forward. He stated that he has enjoyed serving as chair and that it has been a tremendous honor and privilege. He then turned the Board Organization over to President Grosskopf who thanked Mr. Williams for his service and the tremendously positive impact he has made on the College during his eleven years as our Board Chair.

NOMINATION: (A. Williams/Washington) That the District Board of Trustees nominates Mr. Ricky Lyons as a candidate for the position of Board Chair. The motion carried unanimously.

MOTION: (Washington/A. Williams) To close the slate and name the sole candidate, Mr. Ricky Lyons, Board Chair. The motion carried unanimously.

NOMINATION: (Wright/A. Williams) That the District Board of nominates Mr. Billy Washington as a candidate for the position of Vice Chair. The motion carried unanimously.

MOTION: (Coker/A. Williams) To close the slate and name the sole candidate, Mr. Billy Washington, Vice Chair. The motion carried unanimously.

Mr. Lyons and Mr. Washington each agreed to serve in these positions.

Chairman Lyons thanked the Board for their vote of confidence and expressed gratitude for Mr. Williams' leadership to date.

MOTION: (Coker/Howell) That the District Board of Trustees approves the regular monthly meetings continue to be held on the third Tuesday of each month, at 5:30 p.m. in the North Florida College Student Center as the primary location. The motion carried unanimously.

President Grosskopf requested the floor to present our outgoing Chair, Mr. Williams, with a token of gratitude from the College in appreciation for his steadfast leadership. The plaque reads as follows: "Presented to Michael R. Williams with gratitude for your service as Chair, District Board of Trustees 2009-2020"

MOTION: (Haas/Washington) That the District Board of Trustees adopts the minutes for the June 16, 2020 Budget Workshop and Regular Meeting as presented. The motion carried unanimously.

CAREER AND WORKFORCE EDUCATION

Jennifer Page introduced Dr. James "Jamie" Holland, Associate Dean of Nursing and Allied Health. Dr. Holland has been at North Florida College since 2017 as our lead instructor for the BSN program and we are looking forward to working with him in his new role. Dean Page stated that, in the future, Dr. Holland will bring Board items to you for approval, but she will assist tonight on behalf of Associate Dean, Rick Davis.

MOTION: (M. Williams/Wright) That the District Board of Trustees approves the attached MOU for Workforce Innovation and Opportunity Act (WIOA) One-Stop Career Center System Partners of the American Job Center Network. The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource North Florida and the Partners and the actions to be taken by each to assure the coordination of

their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful “One-Stop” delivery system. The motion carried unanimously.

MOTION: (Haas/A. Williams) That the District Board of Trustees approves the contract renewals between the following agencies and North Florida College:

- North Florida Medical Centers – no changes
- Suwannee County Department of Health – no changes

This recommendation will ensure that the Allied Health Department of North Florida College will have adequate clinical locations to provide clinical experience to students as required. The motion carried unanimously.

MOTION: (M. Williams/Howell) That the District Board of Trustees approves the Dual Enrollment Articulation Agreements between the District School Boards and the non-public schools of Hamilton, Jefferson, Lafayette, Madison, Suwannee, Taylor counties and North Florida College for the academic year 2020 – 2021. In addition, it is recommended that the Dual Enrollment Articulation Agreement between home education students and North Florida College be approved for the academic year 2020 – 2021. The recommendation is requested to provide enhanced learning opportunities for qualified students in the high schools of the College’s six-county service area. Updated agreements included. The Dual Enrollment Articulation Agreements are required by the State Board of Education, Rule 6A-10.024 and are mandated by Chapter 1007.271 in the Florida Statutes.

Dean Hogan informed the Board that, on May 13, 2020, the State issued an emergency order that changed the way placement testing is done for dual enrollment, so North Florida College has created its own placement testing through Academic Affairs.

Mr. Lyons asked for an overview of the locations of the schools other than the local school boards. Dean Hogan shared the location of the following schools:

Westwood Christian	Suwannee County
Melody Christian	Suwannee County
Holy Cross	Columbia County
Aucilla Christian	Jefferson County
Corinth	Madison County & Hamilton County
Point of Grace	Taylor County
Lighthouse Christian	Lafayette County
New Generation	Suwannee County
Freedom School	Suwannee County

President Grosskopf asked if Dean Hogan could share the exact locations and statistics from all of the Private schools at next month’s Board meeting.

The appendices included for the Westwood agreement apply to all of the public and private school agreements except for Home School. The motion carried unanimously.

EMPLOYEE SERVICES

MOTION: (Haas/A. Williams) That the District Board of Trustees approves the personnel recommendations outlined in the attached memos. The motion carried unanimously.

MOTION:(Washington/Coker) That the District Board of Trustees approves the contract with Suwannee River Counseling Services (SRCS) to offer the Student Counseling Services.

- Usage for Past 12 months:
Total number of visits: 9
Issues addressed: Depression
Anxiety
Substance abuse
Physical abuse
- Due to the COVID-19 Outbreak, some visits were held virtually.
- The cost for the Counseling Services is \$8,000.00 for the entire Academic Year.

This recommendation will provide Crisis Intervention and short-term counseling services for Students as well as emergency counseling if needed for recommended employees. The motion carried unanimously.

ADMINISTRATIVE AND BUSINESS SERVICES

MOTION:(Washington/Wright) That the District Board of Trustees approves the Warrant Lists for June 30, 2020 and July 31, 2020 as presented. Mr. Howell asked if the Warrant List is required to be presented. President Grosskopf stated that while it is not required, that it is presented with the goal of transparency. The motion carried unanimously.

MOTION: (Haas/Howell) That the District Board of Trustees approves the Capital Improvement Plan/Legislative Budget Request for facilities for the 2021 Legislative Session. This will request funding for the projects listed below:

- Building 13 New Construction Cost \$5,682,116
- Building 8 Renovation Cost \$50,000
- Building 3 Maintenance and Repair Cost \$40,000
- Building 1 (VHP) Maintenance and Repair Cost \$625,000
- Building 10 (Fine Arts) Maintenance and Repair \$400,000

If approved, this document will be submitted to the Department of Education and the Legislature. This is not a reallocation the approved institutional budget, this is what we are requesting from

the State during the upcoming legislative session. If the State approves the funding, any plans for construction would come before the Board for approval. The motion carried unanimously.

MOTION: (Haas/A. Williams) That the District Board of Trustees approves the 2020-2021 Budget Amendment, as outlined below and detailed in the attached document.

- Reduce budgeted State revenue amounts to reflect the 6 percent holdback. This will result in a \$490,897 reduction from originally appropriated amounts by the Florida Legislature.
- Correct Exhibit B of the Annual Budget to reflect the appropriate Student Financial Aid Fee for the Upper Level – Baccalaureate Program (\$4.29 vs. \$4.59 per credit hour).

President Grosskopf asked Dean Rodgers to share the news from the Senate President's memo. It stated that the holdback was not as bad as was originally anticipated. The revenue estimates they were expecting are exceeding prior estimates, but this is changing daily. This money might make its way back to us, but we are bracing ourselves for the probability of the holdback being permanent. While we cannot hope for the return of these funds, there is hope that there might not be another holdback this year.

The motion carried unanimously.

The Current Funds Unrestricted Revenue and Expenditure Report was presented as an item of information as was the Statement of Account. The current rate of return is .43% which yielded \$1958.30 in interest last month.

DEVELOPMENT & EXTERNAL AFFAIRS

Judy Lundell provided an overview of the Foundation Report for August 2020. She discussed the following:

- Employee Giving Campaign
- Scholarships awarded by county
- Fall scholarship outlook
- Operation Outreach temporarily on hold due to COVID-19. Planning to start with Taylor County in January 2021.
- Planned Giving
- Benevolence Fund: Employees will donate to a fund to help co-workers in financial crisis who have no other source of assistance.
- Presentation of gratitude to Mr. Mike Williams for his service as Board Chair

Mr. Wright suggested that the Planned Giving information be shared with local professionals, such as accountants and attorneys, who assist clients with estate planning.

COLLEGE ADVANCEMENT

MOTION: (M. Williams/Haas) That the District Board of Trustees approves the updates to the NFC Website Privacy Policy. This recommendation will bring the Privacy Policy statement up to date and allow for the use of analytics and targeted marketing. The motion carried unanimously.

Kim Scarboro also presented the Board with the latest copy of “Connections” magazine.

PRESIDENT’S HIGHLIGHTS

MOTION: (Haas/Washington) That the District Board of Trustees approves the attached non-substantive changes to NFC policies 2.24, 2.26, 2.43, 2.47, and 2.54, to better align with SACSCOC principles. The changes are non-substantive and do not alter the meaning or intent of the policies.

Kristin Summers presented Board Policies that have SACSCOC principles added to the policies for approval. She also issued one copy of the current SACSCOC Principles of Accreditation to each of the trustees. With the upcoming reaccreditation process, this pamphlet will be a handy reference for these guiding principles.

President Grosskopf explained that if we really embrace these principles of accreditation, the institution will become stronger as a whole. This is why all of our practices and policies are being linked with these principles and as a Board, understanding these principles intimately will be an important component of our 10 year review. The SACSCOC visiting committee will meet with Board members individually to discuss the principles and gauge understanding of the requirements. Future deep dives will be constructed with linkage to these principles to enhance NFC’s understanding at all levels of leadership. Now that the books have been issued to each trustee, presentations will be prepared to provide in-depth coverage and training on how NFC is aligning with these best practices.

Director Summers informed the Board that the interim 5th year report is due on September 15, 2020, so the policies that have been cross-walked to align with SACSCOC principles to date will be helpful in the preparation of this document.

The motion carried unanimously.

ATTORNEY TIME

President Grosskopf provided an overview of Attorney Sniffen’s report.

- No active litigation
- Maintains ongoing contract review with College staff. President Grosskopf commented that the staff at Sniffen and Spellman have been extremely helpful with a broad range of experts who specialize in various fields relevant to college business. Whether our issues

relate to education law, worker's comp, contract law, etc. their firm has the depth to respond quickly and effectively to our needs.

- Molly Shaddock will be expanding her training on sexual abuse with other opportunities for the rest of campus. Policy changes are in the works to reflect such.
- Additional class action lawsuits being filed statewide in regard to tuition reimbursement related to the COVID-19 shutdown. Attorney Sniffen is monitoring Florida, but this is becoming a national issue. Some states have preempted this by passing statutory changes that protect colleges from being sued for fee reimbursement.
- New Title IX regulations are going into effect on August 14, 2020. Tyler Coody, our chief Title IX officer, is well abreast of the changes and prepared for a smooth transition.

Michelle Wheeler asked the trustees to indicate their preference for receiving their monthly packets digitally or by mail on the enclosed form.

GOOD OF THE ORDER

Chairman Lyons announced that the next regular meeting will be held on September 15, 2020 at 5:30 p.m., in the Student Center. President Grosskopf informed the Chair that if COVID infection rates increase to the point that the Board would prefer a remote meeting for next month, we stand ready to switch to zoom format.

The meeting adjourned at 6:21 p.m.

Respectfully submitted,


John Grosskopf

President



Ricky Lyons

Chair

/mmw



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