

MINUTES: June 18, 2024

MEETING: NORTH FLORIDA COLLEGE
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Ricky Lyons
Dr. John Grosskopf
Mr. Travis Coker
Mrs. Sandra Haas
Mr. Al Williams
Mr. Gary Wright

TRUSTEES ABSENT: Mr. David Howell
Mr. Billy Washington

STAFF PRESENT: Larry Akers
Tyler Coody
David Dunkle
Allison Finley
Aaron Frankin, Recording Technician
Dani Mays
Traci McClung
Melanie Morgan
Jennifer Page
Micah Rodgers
Kristin Summers
Lynn Wyche

Mr. Rob Sniffen, Board Attorney

VISITORS PRESENT: Jennifer Cotton, Court Reporter

The meeting was called to order at 5:30 pm by Chair Lyons, who offered an invocation and led the pledge of allegiance.

MOTION: (Haas/Coker) That the District Board of Trustees adopts the agenda as presented. Hearing no objections, the motion carried by general consent.

MOTION: (Wright/Williams) That the District Board of Trustees adopts the minutes for the May 21, 2024, regular meeting. Hearing no objections, the motion carried by general consent.

PUBLIC INPUT

Dr. Grosskopf stated there have been no requests for public input.

ACADEMIC AFFAIRS

Vice President Jennifer Page presented following for approval.

MOTION: (Haas/Wright) That the District Board of Trustees approves the College's annual review and recommendation of its General Education course offerings. Vice President Page stated that is a new process required by the State. This recommendation fulfills statutory requirements from Sections (ss.) 1007.25 and 1007.55, Florida Statutes (F.S.), requiring all public postsecondary institutions to annually review their general education course offerings to ensure compliance with the content, principles, and standards required for general education courses in the state of Florida. Upon completion of their reviews, each institution's Board of Trustees must approve their institution's general education course list. The motion carried unanimously.

MOTION: (Coker/Haas) That the District Board of Trustees for North Florida College approves the attached 2024 Annual Review of Student Fees. Pending no objections from currently enrolled NFC students, this recommendation asks the Board to approve the student fees for the 2024-25 academic year. Students were notified of the changes via the NFC website. Supplemental support/justification for fees are reviewed and approved by the Vice President of Academic & Student Affairs and are on file in the Office of Academic and Student Affairs. The motion carried unanimously.

Associate Dean Summers and Executive Director Mays joined the conversation to present an overview of the SACSCOC required Quality Enhancement Plan (QEP) Career Compass. There was a review of the following topics: (see attached Presentation for details)

- NFC's Vision and Mission Statements
- Strategic Plan Goal 2 - completing more students
- NFC's QEP Student Population Focus
 - First-Time, Full-Time, First Generation + PELL Recipient
- QEP Topic and how it was chosen
- Desired QEP Outcome
- QEP End Goal
- How NFC will meet the End Goal
 - Intentional advising to meet students' goals, or help them set their goal
- Support needed from Leadership, Faculty, Staff, Trustees, and Students
- More to come as we move into the implementation phase of the project

CAREER AND WORKFORCE EDUCATION

Associate Dean David Dunkle presented the following for approval:

MOTION: (Haas/Williams) That the District Board of Trustees approves the attached Allied Health clinical agreement with UCF Lake Nona Hospital. This recommendation will provide

clinical opportunities for students in NFC's Allied Health and EMS departments. This item has been reviewed and approved by the Board Attorney. The motion carried unanimously.

Mr. Dunkle also presented a Curriculum Framework for a proposed new Agribusiness Management Program as an informational item. Mr. Dunkle has stated that there is a great need in our area with hundreds of students in our district's Ag programs that could articulate into this program.

EMPLOYEE SERVICES

Executive Director Tyler Coody presented the following for approval:

MOTION: (Coker/Haas) That the District Board of Trustees approves the personnel recommendation as outlined in the attached memorandum.

Gabrielle Carter, Controller – New Hire

This recommendation fills the vacant positions and completes the hiring process. The motion carried unanimously.

MOTION: (Haas/Wright) That the District Board of Trustees approves the Administrative and Professional contracts attached, to expire January 31, 2025. This recommendation permits the routine award of contracts to individuals and facilitates the growth, development, and improvement of NFC. The motion carried unanimously.

MOTION: (Haas/Williams) That the District Board of Trustees approves the Salary Schedule for Fiscal Year 2024-2025. Page 16 includes a Presidential Supplement for BSN Adjunct Instructors. Page 26 includes all the additional hourly categories. This recommendation helps to achieve the following objectives:

- Adhere to State and Federal compensation regulations
- Create a structured model for equitable compensation practices that best utilize NFC's resources and supports the strategic goals of the institution
- Ensure that all employees are treated fairly and consistently
- Increase the retention and recruitment efforts of the College
- Provide employees with a clear reference for fair compensation and allow for development and growth planning.

The motion carried unanimously.

MOTION: (Coker/Haas) That the District Board of Trustees approves the attached contract with Belfor USA Group, Inc. for Disaster and Non-Disaster Restoration of Operational

Services. He included a handout with some changes to the agreement for approval. The changes are noted in blue text. This recommendation will allow the college to have a contract in place for disaster recovery. This contract has been approved by the attorney. The motion carried unanimously.

ADMINISTRATIVE AND BUSINESS SERVICES

Dean Micah Rodgers presented the following items:

MOTION: (Coker/Haas) That the District Board of Trustees approves the Warrant List for May 1, 2024 through May 31, 2024. The motion carried unanimously.

The Statement of Account for May and the Current Funds Unrestricted Revenue and Expenditure Reports were presented as informational items. The Florida Prime account is earning 5.48%.

MOTION: (Haas/Wright) That the District Board of Trustees approves the 2024-2025 Annual Operating Budget. This includes the Budgeted NFC Support and Personal Services provided to the NFC Foundation, as shown on the last page of the attachment. The motion carried unanimously.

MOTION: (Coker/Haas) That the District Board of Trustees approves the 2024-2025 Annual College Capital Outlay Budget. The motion carried unanimously.

MOTION: (Coker/Haas) That the District Board of Trustees approves the Capital Improvement Plan and Legislative Budget Request for Facilities (2024 Legislative Session). The motion carried unanimously.

MOTION: (Coker/Williams) That the District Board of Trustees approves a one-year renewal of the Follett bookstore contract as allowed by the attached contract. This recommendation will allow the college to continue with Follett at the bookstore provider. This item was previously reviewed by the attorney. The motion carried unanimously.

MOTION: (Haas/Williams) That the District Board of Trustees approves the Budget Amendment request to move funds from Fund 1 (Operating) to Fund 7 (Capital). This recommendation will help ensure the continued success of physical plant operations. The motion carried unanimously.

DEVELOPMENT AND EXTERNAL AFFAIRS

Director Traci McClung reviewed the Foundation's monthly scholarship report (attached) for June 2024. She also presented the following for approval:

MOTION: (Coker/Haas) That the District Board of Trustees approves the recertification of North Florida College Foundation, Inc. as the Direct Service Organization (DSO) authorized to be the fundraising arm of the College and the use of the College Building 36, which is approximately 954 square feet for the Fiscal Year 2024-2025. This recommendation will allow the NFC Foundation, Inc. to continue operating as the fundraising arm of the College. The motion carried unanimously.

INSTITUTIONAL RESEARCH AND ASSESSMENT

Executive Director Mays presented the College's Vision and Mission Statements for their annual review and approval:

MOTION: (Wright/Williams) That the District Board of Trustees approves the current vision and mission statements for NFC. The motion carried unanimously.

PRESIDENT'S HIGHLIGHTS

Dr. Grosskopf gave an overview of the following:

He attended the Commissioner's Education Summit in Miami, where the topics focused primarily on dual-enrollment, especially in career and workforce education, and increasing competition in education. The summit topic supported NFC's planning to expand dual-enrollment CWE and reaffirms our commitment to launch a charter school.

ATTORNEY TIME

Mr. Rob Sniffen asked for input from the Board, as owners of the College property, regarding a written inquiry from the Victim Advocate Wing of the State Attorney's Office that asks some questions about the property within the Victim Impact Statement. Especially beginning with question 7. How did being the victim of this crime affect the college as a whole? 8. Did you have a loss of wages due to the crime? 9. Is there any information you would like the judge to know? 10. I would recommend that the defendant receive the following (which check boxes for the following options): Probation, Probation with Restitution, County Jail Sentence of less than one year, A prison sentence of more than one year, Maximum prison sentence, no recommendation, or other. We have been advised by the victim advocate office that it is best to respond to these questions with great detail on how the college has been affected by this crime and that we ask for the maximum punishment that the law will allow.

Mr. Wright stated his leaning toward asking for restitution and Mr. Coker agreed. Mrs. Haas commented that if the amount stolen (\$288k) was taken over a long period of time, that the punishment should be for a long period of time too, since she will not be paying the money back. She stated that she did not want this woman to be put in jail for the rest of her life but that we should ask for the maximum sentence plus the \$5000 we had to pay as a deductible for claiming the theft on our insurance. Mr. Williams said that they are not bound by our response

and that the Judge would make the final determination based on the sentencing guidelines for the crime that she committed.

GOOD OF THE ORDER

Chair Lyons then announced that the Summer Workshop will be held on Tuesday, July 30, 2024, at 9:00 a.m. in Live Oak, FL. He asked Mr. Al Williams was asked to pray before dinner and the meeting was adjourned at 6:33 p.m.

Respectfully submitted,

Dr. John Grosskopf
President

Ricky Lyons
Chair

/mmw