

MINUTES: August 20, 2024

MEETING: NORTH FLORIDA COLLEGE  
MADISON, FLORIDA

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

TRUSTEES ABSENT: Mr. David Howell  
Mr. Billy Washington

STAFF PRESENT: Larry Akers  
Tyler Coody  
David Dunkle  
Dani Mays  
Traci McClung  
Jennifer Page  
Micah Rodgers  
Kristin Summers  
Michelle Wheeler, Recording Secretary  
Lynn Wyche

Mr. Mark Logan, Board Attorney

The meeting was called to order at 5:30 pm by Chair Lyons who invited Mr. Gary Wright to open the meeting with prayer and lead the pledge of allegiance.

**MOTION:** That the District Board of Trustees adopts the revised agenda as presented. Hearing no objections, the agenda was adopted by general consent.

The Chair turned the meeting over to the President for the annual organization of the board.

The President opened the slate for the position of Board Chair for 2024-2025.

**MOTION:** (Haas/Wright) That the District Board of Trustees nominates Mr. Ricky Lyons for the position of Board Chair for 2024-2025. The motion carried unanimously.

Mr. Lyons stated his willingness to serve.

President Grosskopf opened the slate for nominations for the position of Vice Chair for 2024-2025.

**MOTION:** (Coker/Wright) That the District Board of Trustees nominates current Vice Chair Mr. Billy Washington to continue his role for the upcoming year. The motion carried unanimously.

**MOTION:** (Williams/Haas) That the District Board of Trustees closes the slate and elects Chair Lyons and Vice Chair Washington to serve as Board Leadership for the upcoming year. The motion carried unanimously.

**MOTION:** (Williams/Wright) That the District Board of Trustees continues with the same meeting schedule (3<sup>rd</sup> Tuesday of each month except for July and December at 5:30p.m. in the NFC Board Room in Madison). The motion carried unanimously.

**MOTION:** (Williams/Haas) That the District Board of Trustees adopts the minutes for the June 18, 2024, regular meeting as presented. The motion carried unanimously.

### **ACADEMIC AFFAIRS**

Associate Dean Summers presented the following for approval.

**MOTION:** (Coker/Haas) that the District Board of Trustees for North Florida College approves the Dual Enrollment Articulation Agreement for Achievers Christian Academy within NFC's service district for the 2024-2025 academic year. This recommendation is requested to provide enhanced learning opportunities for qualified students in the NFC service area to dual enroll at NFC for the 2024-2025 academic year. Please note updates and/or changes from the 2023-2024 articulation agreements are shown with a strikethrough or underlined text. The motion carried unanimously.

### **CAREER AND WORKFORCE EDUCATION**

Associate Dean Dunkle presented the following for approval:

**MOTION:** (Haas/Coker) That the District Board of Trustees approves the attached Allied Health clinical agreements. This recommendation will provide clinical opportunities for students in NFC's Allied Health/Nursing and EMS Departments. The motion carried unanimously.

### **STUDENT LIFE**

Ms. Denise Bell presented the following for approval:

**MOTION:** (Williams/Haas) That the District Board of Trustees approves the attached production contract for Moana, Jr., contingent upon attorney review and approval. This recommendation will allow North Florida College's Sentinel Upstage Players to have three performances on January 31 and February 1, 2025. The motion carried unanimously.

### **EMPLOYEE SERVICES**

Executive Director Coody presented the following for approval:

**MOTION:** (Haas/Coker) That the District Board of Trustees approves the personnel recommendations as outlined in the attached memoranda. This recommendation fills the vacant positions and completes the hiring process.

Rebecca Pitts, Nursing Faculty 11 month  
Cindy Myers, Nursing Faculty 11 month

The motion carried unanimously.

President Grosskopf thanked the Board for their willingness to become competitive with salaries in order to attract nursing faculty. He shared the excitement that was felt during the Back-to-School meeting when we welcomed many new nurses to campus.

**MOTION:** (Haas/Coker) That the District Board of Trustees approves attached employee classification change.

Michelle Wheeler, from Career Staff to Business Administration Faculty - 9 month

The motion carried unanimously.

**MOTION:** (Coker/Haas) That the District Board of Trustees approves the attached contract with John Evans to offer the Student Counseling Services. This recommendation will provide Crisis Intervention and short-term counseling services for Students as well as emergency counseling if needed for recommended employees. President Grosskopf explained the importance of having this service available for liability reasons. This contract has been reviewed and approved by the attorney. The Board asked about his qualifications, and Mr. Coody said he would share those at the next meeting if needed. The motion carried unanimously.

### **ADMINISTRATIVE AND BUSINESS SERVICES**

Dean Micah Rodgers presented the following items:

**MOTION:** (Coker/Williams) That the District Board of Trustees approves the Warrant Lists for June and July 2024. The motion carried unanimously.

The Statement of Account was presented as an informational item as was the Current Funds Unrestricted Revenue and Expenditure Report. The Florida Prime account is earning 5.49% interest.

Mr. Rodgers explained the strategy to move more funds into this account in order to earn more interest but maintain liquidity if funds are needed quickly. President Grosskopf added that this strategy results in approximately \$500,000 in passive income to the college per year.

Mr. Lyons asked Mr. Rodgers to point out the line item on page 2 showing where funds were received in the amount of \$283k, the amount recovered for the personnel related insurance claim from Traveler's Insurance. The college is responsible for \$5000 of the total loss.

Mr. Rodgers then presented a report on the President's Promotion and Public Relations Expenditures as an informational item.

**MOTION:**(Coker/Haas) That the District Board of Trustees approves the Facility Automation Solutions, Building Management System (BMS) Upgrade Phases II (\$395k) and III (\$438k) as shown in the attachments (X-E & X-F). The motion carried unanimously.

### **DEVELOPMENT & EXTERNAL AFFAIRS**

Director McClung presented her report for the month.

She stated that she will have numbers to share regarding fall scholarships at the next meeting. She also shared updates on Regalia Scholarships and CNA Program Scholarships.

President Grosskopf shared that Director McClung convinced a donor to commit to donating \$50,000 per year for the next five years for our Nursing program.

President Grosskopf presented the following for approval:

**MOTION:**(Wright/Haas) That the District Board of Trustees approves to advertise the Board of Trustees Policy (1.06) Procedure Manual as shown. The college will continue to post legal notices conspicuously on our website. The motion carried unanimously.

### **PRESIDENT'S HIGHLIGHTS**

President Grosskopf gave an update on upcoming Legislative committees and will be finalizing recommendations. He anticipates that this will be an aggressive session.

**ATTORNEY TIME**

Before President Grosskopf was excused from the evaluation portion of the meeting, he shared the need for Trustees to be familiar with our Quality Enhancement Plan when our SACSCOC Onsite Committee arrives to conduct interviews. He wants to schedule individual sessions to fill each member in on the contents of our documents and goals.

Mr. Wright expressed his regrets for not attending the Summer Workshop and stated that he has completed his institutional evaluation but left it in the car.

Mr. Logan reviewed the Institutional and the President's Evaluations received and some of the comments regarding his tireless advocacy for funding for the college from the legislature and the need for additional funding in the future.

The Board took a moment to discuss the results and expressed their gratitude for President Grosskopf's leadership and their desire to take good care of him. They asked Director Coody to bring a package to the next meeting with some options for additional compensation and/or a vehicle allowance. They would like to know a reasonable amount to add for a vehicle plus insurance. Chair Lyons asked about an increase in his compensation as well. Director Coody shared that a 3% increase was just given to staff per the salary schedule, and the President was not included in that. The Board wants the President to know they are working on this and would like to make a decision about a pay increase and vehicle allowance next month that could be retroactive. They also discussed the terms of his contract such as life insurance.

Mr. Coker asked how staff feels about his leadership. Mr. Coody shared that our President is well-liked on campus. For 9 consecutive years, NFC has been named a Great College to Work For as a testament to its leadership.

**GOOD OF THE ORDER**

Mrs. Haas was disappointed that she was the only trustee to attend the recent Nursing Pinning Ceremony. She encouraged the board to show up for the students at the next one that will be held on September 5, 2024, at 4pm.

The Chair announced that the next meeting will be held on Tuesday, September 17, 2024, at 5:30 pm. in Madison, Florida. He asked Mr. Al Williams to close with prayer. The meeting was adjourned at 6:22 p.m.

Respectfully submitted,

John Grosskopf  
President  
/mmw

Ricky Lyons  
Chair