

MINUTES: September 20, 2022

MEETING: NORTH FLORIDA COLLEGE  
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Ricky Lyons, Chair  
Mr. John Grosskopf  
Mr. Travis Coker  
Mrs. Sandra Haas  
Mr. David Howell  
Mr. Billy Washington  
Mr. Al Williams

TRUSTEES ABSENT: Mr. Mike Williams  
Mr. Gary Wright

STAFF PRESENT: Larry Akers  
Denise Bell  
Tyler Coody  
David Dunkle  
Dr. Jamie Holland  
Dani Mays  
Traci McClung  
Jennifer Page  
Micah Rodgers  
Katherine Spence  
Michelle Wheeler, Recording secretary  
Lynn Wyche

Mr. Mitchell Herring, Board Attorney

The meeting was called to order at 5:30 p.m. by Chair Ricky Lyons who asked Mr. David Howell to open the meeting with prayer followed by the pledge of allegiance.

**MOTION:** (Washington/A. Williams) That the District Board of Trustees adopts the agenda marked "Revised" as presented. The motion carried unanimously.

**MOTION:** (Haas/A. Williams) That the District Board of Trustees adopts the minutes for the July 21, 2022, Summer Workshop and the August 16, 2022, regular meeting as presented. The motion carried unanimously.

### **PUBLIC INPUT**

President Grosskopf stated that there were no requests.

### **ACADEMIC AFFAIRS**

Vice President Page presented the following for approval:

**MOTION:** (Haas/Washington) That the District Board of Trustees approves the Credly purchase agreement for digital badging. This will allow NFC to comply with s.1007.25(4) of Florida Statute which requires public post-secondary institutions to award students a nationally recognized digital badge upon completion of General Education core courses that demonstrate career readiness. Implementation effective Fall 2022. Credly is a management system that issues, stores, and manages digital credentials awarded to students. Institutions are required to determine the most appropriate approach for ensuring digital badge information is available as students seek employment. The Credly agreement has been reviewed by the NFC Board Attorney and will allow NFC to proceed with the digital badging process. The motion was approved unanimously.

### **CAREER AND WORKFORCE EDUCATION**

Dr. Holland presented the following for approval:

**MOTION:** (Coker/A. Williams) That the District Board of Trustees approves the attached renewal agreements with the following agencies and North Florida College:

Archbold Hospital  
The Arc Big Bend  
Big Bend Hospice  
Doctor's Memorial Hospital  
Hamilton County Health Department  
Madison/Jefferson County Health Department  
Premier Medical Clinic  
Suwannee County Health Department

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. These contracts have been previously reviewed by the Board Attorney. The motion carried unanimously.

### **STUDENT SERVICES**

**MOTION:** (A. Williams/ Haas) That the District Board of Trustees approves the production contract for Disney's Frozen Jr. This recommendation will allow North Florida College's Sentinel Upstage Players to have three performances on January 27 & 28, 2022. This contract has been reviewed by the Board Attorney. 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 for August 31, 2022. 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 2.26% interest.

Dean Rodgers gave a brief overview of the Annual Financial Report before asking for approval as follows:

**MOTION:** (Coker/Washington) That the District Board of Trustees approves the Annual Financial Report for fiscal year 2021-2022 (Item X-D). The motion carried unanimously.

**MOTION:** (Haas/Coker) That the District Board of Trustees approves Carryforward Spending Plan (Item X-F). We are required to have a plan to reduce our fund balance. 5% is a precarious position for our small institution because it would not be enough to cover any major emergency repairs. This requirement was amended to allow smaller colleges to provide a spend-down plan, and this is what we propose, leaving 2 months of expenditures in reserve. The motion carried unanimously.

The preliminary and tentative audit findings from the Florida Bright Futures Scholarship Program and Student Assistance Grant Programs Operational Audit was presented as an informational item. There was an error in the timing of the return of about \$1200. The deadline was missed by 4 days and the finding was reported here. A written procedure has been put into place and the finding has been remedied.

### **DEVELOPMENT AND EXTERNAL AFFAIRS**

Director McClung presented a report on the following:

- Fall Term Scholarships
  - CDL Scholarship
  - New donation toward Mildred Bruner and Bruner Smith Endowments

### **PRESIDENT'S HIGHLIGHTS**

President Grosskopf provided updates on the following:

- Legislative Issues
  - Late session, but COP and AFC are in disarray
  - Our institution and our students will remain the priority
- Activities Report

- Aug 17 – Met with Lobbyist to review Governor’s Higher Education and Workforce Training Agenda to make sure that our strategic plan was not in opposition to the Governor’s agenda and start looking at projects and possible LBRs we might make during the next session
- Aug 19 – Jefferson Co. School District and Children’s Home Society for a community schools project. Has been in conversation with Mr. Howell because this project is an ideal fit for Hamilton County Schools as well.
- Aug 19 – FCSRMC meeting – Operations are a mess
- Aug 24 – Zoom meeting with Dr. Noe, Charter School Consultant. Lots of excitement and enthusiasm among her team and ours for what we can accomplish together. Hoping to bring more detailed information very soon.
- Aug 25 – Met with Higher Education House Budget Chief and Appropriations Staff. Was scheduled with Representative Tant who has been very engaged with us. The difficulty of maintaining and expanding Dual Enrollment in our district without additional funding was discussed. Will be meeting with the Senate Budget Chief on October 6.
- Aug 31 – Funding Formula Meeting
- Sep 9 – Foundation Board Meeting. Under Chair Hal Thomas leadership, the Foundation has committed to begin learning how to do capital fundraising. Raising funds for rehabilitating the Fine Arts Auditorium has been identified as a project they would like to take on. It is within a reasonable dollar amount range and will not affect our programs if it does not yield the expected amount.
- Sep 12 – Webinar on Cultivating Digital Equity
- Sep 14 – Funding Model discussion. Final two models do not look good for NFC. There is not much chance for change at this point and the final vote will occur on Friday. We are pretty certain that once this passes, that our only option will be to work this issue politically.
- Sep 19 – Perry Site Visit – We have narrowed the options down to one best site and hope to have some rough outlines for an agreement soon. Will bring a proposal next month for permission to engage the attorney to do the final contract work.
- Sep 15 – Data Security Incident letters were mailed out offering identity monitoring services. The letter explains everything in detail and contact information for a call center that is handling questions and guidance. Attorney Herring added that matters of campus security and data systems are not subject to public records requests or Sunshine Law. He said that the best way to handle this is to let the experts answer the questions and recommends that staff does not try to explain the incident.

**ATTORNEY TIME**

Mr. Mitchell Herring presented the following:

- No active litigation
- Continuing day-to-day discussions and contract review with staff

**MOTION:** (Washington/A. Williams) That the District Board of Trustees approves the Addendum to the President's Employment Contract to reflect the salary increase that was approved during the August meeting. The motion carried unanimously

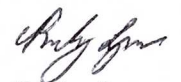
- Hospital parking update
  - There has been no communication from the Hospital on the parking issue. Mr. Williams could not be here tonight, but he has spoken with the Hospital Board Chair who mentioned NFC students parking in that area during clinicals.
  - Neither the President's Office nor Campus Security have received any communications on this.
  - The area is still closed off pending resolution of this matter

**GOOD OF THE ORDER**

Chair Lyons announced that the next meeting will be held on October 18, 2022, at 5:30 p.m. and declared the meeting adjourned at 6:06 p.m.

Respectfully submitted,

  
John Grosskopf  
President

  
Ricky Lyons  
Chair

/Mmw