

MINUTES: January 28, 2025

MEETING: NORTH FLORIDA COLLEGE  
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Ricky Lyons  
Billy Washington  
Mr. Travis Coker  
Mrs. Sandra Haas  
Mr. David Howell  
Mr. Gary Wright

TRUSTEES ABSENT: Mr. Al Williams  
Dr. John Grosskopf

STAFF PRESENT: Larry Akers  
Rachel Collazo, Recording Secretary  
Tyler Coody  
Aaron Frankin, Recording Technician  
Dani Mays  
Jennifer Page  
Micah Rodgers  
Mr. Rob Sniffen, Board Attorney

VISITORS PRESENT: Victoria Newman, Visiting Attorney

The meeting was called to order at 5:32 pm by Chair Lyons, who asked Mr. Washington to open the meeting with prayer and lead the pledge of allegiance.

Chair Lyons shared that President Grosskopf was unable to attend the meeting tonight and that Vice President Jennifer Page was attending in his place. He also introduced Victoria Newman, a guest of Mr. Rob Sniffen, and welcomed her attendance.

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

**MOTION:** (Washington/Coker) That the District Board of Trustees adopts the minutes for the November 19, 2024, regular meeting with a change to page four, paragraph two, the dollar amount should be \$100,000 (it was missing a zero). With this change the minutes were adopted. The motion carried unanimously.

### **PUBLIC INPUT**

Vice President Page stated there have been no requests for public input.

**ACADEMIC AFFAIRS**

Vice President Page presented following for approval.

**MOTION:** (Haas/Howell) That the District Board of Trustees approves revisions to Board Policy 2.55, Evaluation of Instructional Personnel. The motion carried unanimously.

Board member Howell asked for clarification between “annually” and “regularly”. Vice President Page explained that the evaluation will take place at least once a year, in line with a recommendation from our 10-year accreditation review.

**MOTION:** (Washington/Haas) That the District Board of Trustees approves updated student fees for the Certified Nursing Assistant (CNA) program. The motion carried unanimously.

**MOTION:** (Haas/Washington) That the District Board of Trustees approves updated student fees for the Commercial Driving programs: Tractor Trailer Truck Driver (Class A) and Truck Driver Heavy Florida (Class B). The motion carried unanimously.

**ITEM VI-d:** Pilgrims Pride Better Futures Program-Item still under attorney review and was not presented to the Board of Trustees for approval at this time.

**EMPLOYEE SERVICES**

Executive Director Tyler Coody presented the following for approval:

**MOTION:** (Coker/Washington) That the District Board of Trustees approves Employee Classification changes as outlined in the attached memorandums. The motion carried unanimously.

**MOTION:** (Haas/Coker) That the District Board of Trustees approves the Administrative and Professional contracts listed on attached page through June 30, 2025. 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 November 1, 2024, through December 31, 2024. The motion carried unanimously.

The Statement of Account for December 2024 and the Current Funds Unrestricted Revenue and Expenditure Reports were presented as informational items. The Florida Prime account is earning 4.7%.

**Board Member Request and Response to Unlawful Dumping:**

Board Member Washington explained that this item was at his request. A few weeks ago, a neighbor of the college, located along Hamilton Avenue, visited his office to express concerns about the college's lack of cleaning around the auditorium area. It was brought to Mr. Washington's attention that the neighbor has been disposing of yard debris, which she believes may be on what is either the college's property or potentially the public right-of-way.

In response, Mr. Washington was considering proposing a fence to prevent public access to this area. However, he recognized that this could upset the neighbor, who values the view of the property. Before proceeding with a fence as a last resort, Mr. Washington suggested obtaining a property survey to clarify the boundaries between the right-of-way and college property.

Board Member Haas added that the neighbor had also contacted her to discuss the same issue. Both agreed that a property survey, including flagging to clearly mark ownership boundaries, would be beneficial.

Larry Akers, Campus Safety Director, also weighed in on the situation, confirming that a survey to define the property lines would be useful and would help facilitate clearer communication with the property owner.

**MOTION:** (Washington/Haas) That the District Board of Trustees approves a survey to be ordered, and property lines be flagged in the right of way along Hamilton Avenue near the auditorium. The motion carried unanimously.

**DEVELOPMENT AND EXTERNAL AFFAIRS**

Informational item-Monthly Report on Scholarships-January 2025

**INSTITUTIONAL RESEARCH AND ASSESSMENT**

Executive Director Mays presented the following:

**MOTION:** (Washington/Haas) That the District Board of Trustees approve the VOIP phone replacement as well as internet and phone services contract with Century Link (LUMEN) for \$8,206.34 monthly fee. This is a piggyback contract with the State of Florida-contract number DMS-17/18-004A. The motion carried unanimously.

**PRESIDENT'S HIGHLIGHTS**

Vice President Page gave an overview of the following:

Legislative budget requests were vetoed for the new proposed CWE building. Staff would like to revisit this request and bring it to the Board in February for approval.

The legislature has repealed tuition for undocumented students, and this would affect 3 of our students at this time.

This weekend at the Van H. Priest Auditorium, we will present "Moana, Jr."

Open house will be held on February 8<sup>th</sup> at the student center.

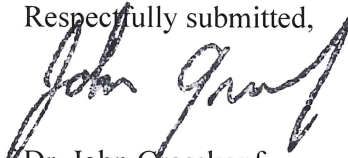
**ATTORNEY TIME**

Mr. Rob Sniffen advised the Board that back in April the College requested bank agreements from Madison Community Bank, those were not provided. We also asked for affidavits from the bank regarding fraudulent checks that were signed so we could respond to the auditor's request. It's been ten months since requests have been made with still no response from the bank. At that time we asked for advisement from Mr. Sniffen's office in which he sent a letter requesting the same information on January 9<sup>th</sup>, 2025. As of this meeting we still have no response. We wanted to bring this to the attention of the Board of Trustees because we were doing our due diligence to provide this information to the auditors. Additionally, the college has asked for Positive Pay Program to be included in our original RFP that would prevent or alert fraudulent checks and it still has not been implemented by the bank.

**GOOD OF THE ORDER**

Chair Lyons then announced that the next regular meeting will be held on Tuesday, February 18, 2025, at 5:30p.m. in Madison, FL. He asked Mr. Gary Wright 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

/rc