

MINUTES: June 15, 2021

MEETING: NORTH FLORIDA COLLEGE  
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Ricky Lyons, Chair  
Mr. Billy Washington, Vice Chair  
Mr. J. Travis Coker  
Mrs. Sharon Benoit  
Mr. David Howell  
Mr. Al Williams  
Mr. Mike Williams

TRUSTEES ABSENT: Mrs. Sandra Haas  
Mr. Gary Wright

STAFF PRESENT: President John Grosskopf  
Larry Akers  
Tyler Coody  
Rick Davis  
Kay Hogan  
Dr. James Holland  
Judy Lundell  
Dani Mays  
Jennifer Page  
Micah Rodgers  
Connor Starling, Audio/Visual Technician  
Michelle Wheeler

Rob Sniffen, Board Attorney

The regular meeting was called to order at 6:00 p.m. by Chair Ricky Lyons who asked Mr. Travis Coker to open the meeting with a prayer and lead the pledge of allegiance.

**MOTION:** (Washington/Coker) That the District Board of Trustees adopts the agenda as presented. The motion carried unanimously.

**MOTION:** (M. Williams/A. Williams) That the District Board of Trustees adopts the minutes for the May 18, 2021, regular meeting as presented. The motion carried unanimously.

### **PUBLIC INPUT**

Chair Lyons asked for public input and the President stated that no requests were submitted.

**ACADEMIC AFFAIRS**

Dean Page presented the following items for approval:

**MOTION:** (Coker/M. Williams) That the District Board of Trustees approves the attached 2021 Annual Review of Student Fees. This recommendation asks the Board to approve the adjusted and new student fees for the 2021-22 academic year. An example of the new review procedure template is attached. Supplemental support/justification for fees are reviewed and approved by the Dean of Academic Affairs and filed in the Office of Academic Affairs. Mr. Coker inquired regarding the reduction of fees and expressed concern for maintenance of buildings. President Grosskopf and Dean Page explained that fees cannot accrue profit, and any amount collected must be justified by actual expenses related to the course. Fees charged in excess of costs result in audit findings. The motion carried unanimously.

Associate Dean Holland presented the following item for approval:

**MOTION:** (Coker/Howell) That the District Board of Trustees approves the agreement between the following agencies and North Florida College:

Senior Citizens Council of Madison County, Inc. – Renewal

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.

**EMPLOYEE SERVICES**

Tyler Coody presented the following items for approval:

**MOTION:** (Coker/Washington) That the District Board of Trustees approves the administrative and professional contracts attached. This recommendation permits routine award of contracts to individuals and facilitates the growth, development, and improvement of NFC. The motion carried unanimously.

**MOTION:** (A. Williams/Washington) That the District Board of Trustees approves to change Connor Starling from a Career Staff Position (Hourly) to a Professional Staff Position (Salary). This will fill a vacancy due to resignation in Computer Services. Mr. Coker asked what “C.I.W.” stands for in Mr. Starling’s list of qualifications and Mr. Starling explained that is “Certified Internet Web” Professional which qualifies him to develop websites and he will complete his B.A. next year. The motion carried unanimously.

**MOTION:** (Coker/Washington) That the District Board of Trustees approves the Salary Schedule for Fiscal Year 2021-2022. Mr. Lyons commented that, while this is one of the main topics for the summer workshop and will possibly be revised later on, we must have this in place before the new fiscal year begins on July 1. The motion carried unanimously.

Mr. Coody shared a position inventory list for the Board to consider and use as a reference during the upcoming Summer Workshop in July.

**ADMINISTRATIVE AND BUSINESS SERVICES**

Micah Rodgers presented the following items:

**MOTION:** (Coker/A. Williams) That the District Board of Trustees approves the Warrant List for May 2021 as presented. The motion carried unanimously.

The Statement of Account was presented as an informational item as was the Current Funds Unrestricted Revenue and Expenditure Report.

**MOTION:** (Coker/Benoit) That the District Board of Trustees approves the 2021-2022 Annual College Operating Budget which includes support provided by NFC to the Foundation. The details of how those funds are budgeted are shown on the additional page provided. These funds do not include endowment revenue. President Grosskopf explained the need for specific transparency regarding Foundations due to questionable expenditures made by some universities in the State. The auditors now want closer scrutiny of Foundation expenses by boards to prevent misuse of public funds. The motion carried unanimously.

**MOTION:** (M. Williams/Coker) That the District Board of Trustees approves the 2021-2022 Annual College Capital Outlay Budget, including College plans to construct a Multi-purpose CWE building with local funds. The motion carried unanimously.

**MOTION:** (Coker/A. Williams) That the District Board of Trustees approves the Capital Improvement Plan/Legislative Budget Request for Facilities for the 2022 Legislative Session. This action requests funding for the projects listed below:

- Multi-Purpose Workforce Education Center – Cost \$6,022,130\*
- Building 2 – HVAC Replacement – Cost \$110,000
- Building 1 – Maintenance and Repair – Cost \$625,000
- Building 10 – Maintenance and Repair – Cost \$400,000
- Building 8 – Renovation/Repair – Cost \$50,000

\*This project was approved for construction with Local Funds via Back-of-the-bill request. Included here, as well, per discussion with Florida Department of Education personnel.

President Grosskopf explained that this action is not a commitment from the Board to spend the money on these projects. This identifies these items to the Legislature as projects for which the College is requesting State funding.

The motion carried unanimously.

**DEVELOPMENT AND EXTERNAL AFFAIRS**

**MOTION:** (A. Williams/Howell) That the District Board of Trustees approves the recertifications 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 Fiscal Year 2021-2022. The motion carried unanimously.

Judy Lundell discussed the following from the Foundation Report for June 2021:

- Summer 2021 Scholarships
- Fast Track Enroll Now Scholarship
- CDL Scholarship
- Nurse Testing Scholarship
- Last Mile Scholarship

**PRESIDENT'S HIGHLIGHTS**

Kim Scarboro presented the following item:

**MOTION:** (M. Williams/Washington) That the District Board of Trustees approves the following attached subscription agreement with DuBot, LLC. This recommendation will help ensure accessibility, quality assurance, and search engine optimization on the NFC website. The motion carried unanimously.

Jennifer Page presented Board Policies that are being aligned with SACSCOC Principles:

**MOTION:** (Howell/Coker) That the District Board of Trustees approves the following edits to current policies for June 2021 to align with SACSCOC Principles of Accreditation. The applicable SACSCOC standards have been noted at the end of each policy. The motion carried unanimously.

President Grosskopf gave updates on the following:

Legislative Issues will be summarized next month after the Governor signs off on the current bills. The budget has been signed, but nothing that affects NFC was on the veto list. No bills impacting our system are anticipated to not be signed. This year will be an early session with the first committee meetings are in November so we will start our pitch very soon through our contracted lobbyist, Timmins & Associates. We are also working with two other colleges, College of the Florida Keys and Florida Gateway College, to examine grant-writing opportunities together and the possibility of co-hiring faculty in areas where these colleges do not have enough demand to hire full-time instructors on their own.

Activities and Upcoming Events:

- June 15-17: Annual SACSCOC Board Workshop

- June 17 – Council of Presidents Professional Development Meeting: Issues on State Lobbyist and the relationship of COP with AFC.
- June 18 – COP Business Meeting: Assessment Schedule, budgets, legislative update, work on system Legislative Budget Request. Commissioner of Education may communicate to the COP on Friday.

**ATTORNEY TIME**

Attorney Sniffen provided updates on the following:

Day-to-day discussions and contract review with staff. All is quiet on the legal front.

**GOOD OF THE ORDER**

Mr. Howell requested a campus map for the trustees to reference during discussions of campus improvements.

Chair Lyons announced that the summer workshop will be held on July 21, 2021 in the Board Room. He asked Mr. Al Williams to pray before dinner and the meeting was adjourned at 6:37 p.m.

Respectfully submitted,

  
John Grosskopf  
President

  
Ricky Lyons  
Chair

/mmw