

MINUTES: August 17, 2021

MEETING: NORTH FLORIDA COLLEGE
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Ricky Lyons, Chair
Mr. J. Travis Coker
Mrs. Sharon Benoit
Mrs. Sandra Haas
Mr. David Howell
Mr. Al Williams
Mr. Mike Williams
Mr. Gary Wright

TRUSTEES ABSENT: Mr. Billy Washington, Vice Chair

STAFF PRESENT: President John Grosskopf
Larry Akers
Tyler Coody
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 5:30 p.m. by Chair Ricky Lyons asked Mr. Mike Williams to open the meeting with a prayer and lead the pledge of allegiance.

MOTION: (Coker/Haas) That the District Board of Trustees adopts the agenda as presented. The motion carried by general consent.

Chairman Lyons turned this portion of the meeting over to President Grosskopf, who opened the floor for nominations for Chair of the District Board of Trustees of North Florida College.

Mr. Coker nominated Mr. Ricky Lyons for Chair, with a second by Mr. Mike Williams.

MOTION: (M. Williams/A. Williams) That the District Board of Trustees approves to close nominations for Chair of the District Board of Trustees of North Florida College. The motion carried unanimously, and Mr. Ricky Lyons accepted the nomination as Chair.

Before opening the floor for nominations of Vice Chair, President Grosskopf relayed Mr. Washington's willingness to serve in this capacity if it was the pleasure of the Board.

President Grosskopf then opened the floor for nominations for Vice Chair of the District Board of Trustees of North Florida College.

Mr. Gary Wright nominated Mr. Billy Washington for Vice Chair, with a second by Mr. Al Williams.

MOTION: (A Williams/Haas) That the District Board of Trustees approves to close nominations for Vice Chair of the District Board of Trustees of North Florida College. The motion carried unanimously.

MOTION: (A. Williams/Coker) That the District Board of Trustees approves the election of Mr. Ricky Lyons as their Chair and Mr. Billy Washington as Vice Chair for the upcoming year. The motion carried unanimously.

MOTION: (Benoit/Coker) That the District Board of Trustees approves that the regular monthly Board meetings continue to be held on the third Tuesday of each month, at 5:30 p.m., in the North Florida College Board Room as the primary location. The motion carried unanimously.

President Grosskopf turned the meeting back over to Chair Lyons.

MOTION: (Coker/A. Williams) That the District Board of Trustees adopts the minutes for the June 15, 2021 Budget Workshop and Regular Meeting as presented. The motion carried unanimously.

Note: Mr. Wright asked that the record of his attendance at those meetings be checked. He was in fact absent on that date, so no revision was made. The minutes have been recorded as presented.

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: (Haas/Benoit) That the District Board of Trustees approves the attached Dual Enrollment Articulation Agreements for the 2021-2022 academic year between the following entities in our six-county (Hamilton, Jefferson, Lafayette, Madison, Suwannee & Taylor) service area:

1. District School Boards (Jefferson chose not to participate)
 - a. The Florida College System has been notified that every effort was made to join into an articulation agreement with the Jefferson County School Board, but they declined despite our statutory obligation to articulate with all schools within our

service district. Mr. Wright expressed his disappointment with this development and asked for direction on how to approach the subject with officials in his county.

2. Non-Public schools
3. Home Education students

Dean Page noted that any changes from last year's agreements have been highlighted. The majority of revisions have to do with the addition of a Dual Enrollment Department which now has a director and this information has been added. These agreements will provide enhanced learning opportunities for qualified students in the high schools of the College's six-county service area. The Dual Enrollment Articulation Agreements are required by the state Board of Education, Rule 6A-10.024 and are mandated by Chapter 1007.271 in the Florida Statutes. The motion carried unanimously.

Associate Dean Holland presented the following item for approval:

MOTION: (Howell/M. Williams) That the District Board of Trustees approves the renewal of agreements between the following agencies and North Florida College:

1. The ARC Big Bend
2. Hamilton County Health Department
3. Big Bend Hospice
4. Premier Medical Clinic
5. Madison Health and Rehabilitation Center
6. Taylor County Health Department
7. County Board of Health
8. Brynwood Health and Rehabilitation Center
9. Honey Lake Clinic

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.

President Grosskopf requested a moment to acknowledge the heroic efforts Dr. Holland has made to ensure continuity of his students' education during the chaos of the pandemic. He has nurtured his students and instructors through the most complicated COVID environment. Not only has he had to comply with NFC protocols, but the protocols of each clinical location. The President stated that Dr. Holland has navigated all the confusion, interpretations, and restrictions beautifully without losing any integrity or quality in our nursing program. The nurses we have produced during COVID are just as strong and maybe even a little wiser than students who completed their programs during the best of times.

Mr. Lyons recommended that the trustees find time to tour our facilities for the Nursing program and stated that it is very inspiring and impressive to see all of the future scenarios for which our students are being trained.

Mr. Wright requested to circle back to the Dual Enrollment agreement topic on Jefferson County. He wanted to know if Aucilla Christian Academy is joining with us for Dual Enrollment and the President responded that they are and their agreement would fall in the category of Non-Public school agreements. The only entity in Jefferson County to decline articulation with us is the School Board for Public Schools.

EMPLOYEE SERVICES

Tyler Coody presented the following items for approval:

MOTION: (Haas/Coker) That the District Board of Trustees approves the following personnel recommendations to fill vacant positions and complete the hiring process:

1. Linda English, Staff Assistant – Maintenance (career)- change to Coordinator of Physical Plant (professional)
2. Jean Brandies, Coordinator of Data and Reports- Office of Institutional Effectiveness and Research -New Hire
3. Heather Smith, Coordinator of Employee Services – New Hire to replace Karen Turner who is retiring later this year.

The motion carried unanimously.

MOTION: (Coker/A. Williams) That the District Board of Trustees approves the renewal of the contract with Suwannee River Counseling Services (SRCS) to offer the Student Counseling Services. This service provides crisis intervention and short-term counseling services for students and emergency counseling if needed for recommended employees.

Mr. Mike Williams asked if the service was promoted for student use during the campus closure and virtual learning during the pandemic. Dean Hogan stated that it was not promoted this past year.

Mr. Coker asked if we could try to negotiate a lower rate due to the two-year trend of less than 12 students served annually. Alternately, he asked if the agency could explain if the number given is for students served or actual number of visits because he found the cost per encounter to be exorbitant at this rate. President Grosskopf explained that the individual number of encounters is not reported and the more important component of this contract is the shield of liability should a student have a crisis that escalates into an urgent need for intervention. The college must have this service available for the safety of our students and he views this as an investment in the limitation of liability that also provides a good opportunity for students who choose to avail themselves of this service.

Mr. Howell asked if there is a limit to the number of visits a student may have with these counselors. President Grosskopf explained that since this is not intended as a long-term counseling service but rather as short term-crisis management, that students who need further

counseling after an immediate need is met will be referred to opportunities for support over the long-term. Counseling for substance abuse, for example, once identified as a need in the initial visits would be referred to an appropriate specialist in that field for ongoing care. Mrs. Haas requests that the provider report more details of the services rendered without violating any student confidentiality. The motion carried unanimously.

MOTION: (Coker/Haas) That the District Board of Trustees approves the contract with NEOGOV for human resources management software. This program will provide more efficient and equitable application processes for job opportunities at NFC and assist in the onboarding and off-boarding processes.

Mr. Mike Williams requested more details on what this software will provide for the college. He felt that this was an expensive program for an organization of our size. Director Coody explained the primary benefit is making the application process more accessible instead of the handwritten paper applications that we are currently receiving. He stated that the quality of current application content and references are inferior to what could be collected with this system. It also contains the capability of pulling reports from our search committees on demographics and how candidates are learning about our jobs. The software will also allow for the uploading of documents for submission of completed packets through this program. Another benefit is the ability to keep completed packets in an applicant pool that is organized and easier to pull from to offer other jobs to individuals without having to sift through archives to locate all the different components needed to fill vacancies. Director Coody asserted that this program will make this process more efficient.

Mr. Coker asked how many companies were compared for this service. Director Coody stated that he analyzed 5 different ones, and that this one was the best fit for our needs. He added that several of our sister institutions within the Florida College System are using this system also. He especially likes how the software will streamline the onboarding process in order to be more precise in hiring the right people and improve turnover and retention.

The \$4500 fee for Year 1 does not include subscription fees but covers training, setup, and integration. Subscription fees will be charged beginning in Year 2.

The motion carried (7-1) with trustees Lyons, Benoit, Haas, Coker, Howell, Wright, and Al Williams voting in favor and Mr. Mike Williams voting opposed.

ADMINISTRATIVE AND BUSINESS SERVICES

Dean Micah Rodgers requested to give a brief update on facilities. Over the last 3 weeks the college has sustained damage from 2 separate storms. During the first one, lightning struck Building 13 and knocked out 4 compressors on the HVAC unit. This is an insured event with a \$10,000 deductible. The total cost will be about \$30,000 to replace those 4 compressors. One week later, another storm produced lightning that hit Buildings 2, 5, 6, 10, and 13, damaging HVAC and/or network systems in all 5. After a week without any HVAC capacity in Building 13, there has been a mold bloom on the bottom floor that has been inspected by the adjuster and

experts have been contracted to clean. President Grosskopf has enlisted the help of Chancellor Hebda who was able to dispatch environmental engineers to help us mitigate this problem beginning tomorrow morning at 8:30 a.m. The pump and compressors needed are en route, but Building 13 will be out of use for about one week while it is being cleaned and systems repaired.

Mr. Coker asked if we need to install lightning rods to prevent future hits. Mr. Mike Williams asked if the events were determined to be direct lightning hits or power surges, because if the power company's meter base does not have sufficient grounding, power surges are more likely to occur and will cause more damage than a direct hit. He suggested that we ask our power company to examine their grounding on their meter bases and transformers on campus to try to prevent this from happening again. Having so many hits damaging so many buildings in that short period of time is uncommon and seems to indicate an issue in the electrical infrastructure.

Mr. Wright asked about the insurance deductibles and Dean Rodgers and President Grosskopf explained that it is \$10,000 per event and there were 2 events for a total of \$20,000 in deductibles for these damages. A consequence of these problems may be that some of our programs do not launch on time. Classes are scheduled to begin on Thursday, August 19 and if some classes must be delayed, the Chancellor has been informed that our reasons for doing so are not related to COVID but purely because of damages to facilities.

Other issues related to facilities is the presence of E. coli bacteria in the pond behind the Student Center and the entire network failed today. Computer Services is working around the clock to bring it back up.

Dean Rodgers commended staff for their tireless efforts to fix all these problems. The skillset needed for working on the boiler/chiller style units on campus is not common and finding companies capable of working on these and finding parts are additional challenges that our Director of Physical Plant is facing.

MOTION: (Haas/Benoit) That the District Board of Trustees approves the Warrant Lists through June 30, 2021 and July 30, 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.

Dean Rodgers also presented the annual Promotion and Public Relations Expenditure report which details the expenses related to the President's Special Activities Fund as an item of information. The amount budgeted for last fiscal year was \$29,800.00. Actual expenditures amounted to \$16,805.05. This item was presented as an informational item.

Next, Dean Rodgers prompted a discussion regarding the area on College property that is being used by the hospital for employee parking. The area is located east of the "cottages" and just north of the helicopter landing pad. The hospital has requested improvements to the area that has fallen into disrepair due to traffic from their employee's regular use. Counsel has advised us to come to a formal agreement of terms with the hospital regarding the use and maintenance of the

property going forward. The document presented is a first draft of an agreement and Dean Rodgers is asking for the Board's input on the matter.

President Grosskopf provided a brief history of the situation and included the fact that the hospital has been allowed to use the area for employee parking since they went into operation. This has been on the radar as a potential liability from the beginning, but not as a point of major concern. Since the property has been worn and rutted from use, the area is now hazardous, and we would be liable for injuries due to the uneven ground. Our Maintenance Director estimates that the property could be repaired and maintained with no more than two truckloads of lime rock per year for around \$500 for the materials plus the cost of labor. While the college does not wish to profit from the Hospital, the President wants to make sure that the Board is shielded from liability. Options proposed:

1. Divide the annual estimated cost of maintenance into a monthly payment of rent
2. Charge no rent but pass the burden of maintenance on to MCMH with the condition that their maintenance must meet the approval of our Director of Physical Plant.

After a discussion to weigh the options and liabilities, Mr. Mike Williams recommended that the Hospital discontinue parking on NFC property until we reach an agreement, and the property is repaired. The paved parking area that they own should be sufficient temporarily since they are not allowing visitors during COVID. The Board agreed on this point by general consent.

MOTION: (Haas/Al Williams) That the District Board of Trustees tables the approval of the agreement presented until counsel, the Board Chair, and the President finalize the language in the contract. The motion carried unanimously.

President Grosskopf asked the Board to confirm that Hospital employees are to be instructed to discontinue use of the property for parking until the agreement is reached and property is repaired. The Board agreed and Mr. Sniffen also suggested posting no trespassing signs on the property for the time being as an extra precaution.

DEVELOPMENT AND EXTERNAL AFFAIRS

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

- Fall 2021 Scholarships
- Now. Not Tomorrow. Scholarship
- Nurse Testing Scholarship
- CDL Scholarship
- Last Mile Scholarship
- Boothe Family Scholarship \$25,000 Endowment
- Updates to Scholarship Processes
 - Bachelor's Degree

- Non-Pell Eligible Programs
- IV-Tech Scholarship
- Operation Outreach

PRESIDENT'S HIGHLIGHTS

Dani Mays presented the following item:

MOTION: (Haas/Coker) That the District Board of Trustees approves the attached Ellucian Banner multi-year contract. This is a 5-year contract for the Enterprise Resource Planning (ERP) software used by NFC and it includes a discounted escalation rate of 5% instead of the annual renewal escalation rate of 7%. The 5-year contract saves the college \$11,554 compared to extending year-to-year. The motion carried unanimously.

As an informational item, Director Mays presented information requested during the summer workshop. The 20-year FTE enrollment trend shows a peak in 2011 and total enrollment broken down by program. The AA is the consistent majority, followed by Dual Enrollment, CWE, Non-degree seeking, and growing numbers in the BSN degrees. She will continue to delve into 2011 to see what happened to cause the increased enrollment and report back. President Grosskopf recalls an infusion of AARP money that was made available for workers to retrain that year.

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

MOTION: (Haas/Coker) That the District Board of Trustees approves the following edits to current policies for July 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 informed the Board that NFC is being assigned a new SACSCOC Vice President and we are looking forward to building a positive relationship with them.

Legislative Issues:

Current funding formula is a cost-to-operate model that has never been fully funded by legislature. It has become a distribution index for how funds are divided between the 28 colleges. Special legislative allocations have created a considerable gap between percentages funded among the colleges. The system average is approximately 79%, NFC is funded at 74.04%. If we were funded to the system average, that would be an additional \$697,000 recurring funds to our base. This is a priority ask for NFC because it would not be a one-time allocation. If this college had an additional \$700,000 per year every year for the last 10 years, imagine the difference in our ability to pay competitive salaries or launch new initiatives and programs.

The last graph in the packet shows how the bottom 5 colleges have gone even further below the system average since 2014-2015. Only 5 institutions on the graph have gone from under to over funded or vice versa in that same time period (highlighted within the box). So the current formula is only exacerbating the inequities. President Grosskopf

stated that he is pressing the issue of Funding Equity within the Florida College System Council of Presidents and campaigning for making this a priority. He has also successfully rallied other presidents to support this concept. Despite their best efforts, the final LBR does not mention Funding Equity. President Grosskopf will notify the FCS, COP, and the Chancellor that his intention is to lobby differently by carrying the message that our system needs more money but the biggest problem is that the money that is given, is not allocated equitably. His wish is not an increase the LBR, but to distribute it more fairly among all of our member institutions. The other colleges who face this same problem will be carrying a similar message along with us. The empty promises of this being resolved the next year have gone on long enough and President Grosskopf feels that it needs to be pursued aggressively during the upcoming session.

Activities:

- July 26 COP Steering Committee LBR Planning
- August 4 FCSRMC Updated Title IX training webinar
- August 5 Zoom meeting with Adam Emerson, Office of School Choice and Chancellor Hebda regarding Charter School Authorization
- August 13 FCSRMC Board Meeting regarding Health Plan Renewals 4.4% Increase which is much lower than anticipated.
- August 17 Back to School Convocation with Faculty and Staff

Upcoming Events:

- August 19 Fall 2021 semester begins
- August 19 Beyond Dual Credit Courses: Creating High School Academies that Offer Stackable Credentials Webinar
- August 20 COP Business Meeting
- August 25 Meeting with Chancellor Mack (Workforce Education) Regarding Perkins Funding

ATTORNEY TIME

The Board Packet contains the new Ethics policy as it was approved for advertising on May 18, 2021. The applicable Florida Statute has been added and Policy Number 4.06 assigned for placement in the policy manual. Once the 30-day period for advertising the intent to adopt has been completed, the policy will be brought back to the Board for adoption.

MOTION: (Haas/A. Williams) That the District Board of Trustees approves the inclusion of FL statute and policy number in the advertisement of the policy. The motion carried unanimously

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

GOOD OF THE ORDER

Chair Lyons announced that next meeting will be held on Tuesday, September 21, 2021 at 5:30 p.m. in the Board Room. The meeting was adjourned at 6:55 p.m.

Respectfully submitted,



John Grosskopf
President



Ricky Lyons
Chair

/mmw