

MINUTES: June 20, 2023

MEETING: NORTH FLORIDA COLLEGE  
PERRY, FLORIDA

TRUSTEES PRESENT: Mr. Billy Washington  
Mr. John Grosskopf  
Mr. Travis Coker  
Mr. David Howell  
Mr. Al Williams  
Mr. Mike Williams  
Mr. Gary Wright

TRUSTEES ABSENT: Mr. Ricky Lyons  
Mrs. Sandra Haas

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

Mr. Mitchell Herring, Board Attorney

The budget workshop and regular meeting were called to order at 5:00 pm by Vice Chair Washington who invited Mr. David Howell to open the meeting with prayer and lead the pledge of allegiance.

Dean Rodgers gave an overview of the budget. The governor signed the budget as of last week. The Welding Lab remodel was approved as well. The budget includes an investment in the employees and increasing enrollment through an investment in marketing and branding. There have been a number of projects across campus to freshen up the look. The budget includes some funds to continue this effort. A couple of student workers have been hired to help with recruitment as well. We are also hoping to invest in Career and Workforce Education.

Good news on the state budget with a 28.7% increase from last year. \$1.6 million is pipeline (performance) funds \$1.8 million in recurring funds to the base. Pipeline is a one-time amount that might not occur again, the formula from which this number was derived is unclear.

He shared a side-by-side chart showing funding from last year 22-23, beside total from this year 23-24. This is the first year ever in which NFC's percentage increase was more than the system average. This is a result of a very long road of advocating for funding equity.

Tuition and fees will remain unchanged. This keeps NFC as a very affordable option for students.

There was a brief discussion of the funding for the Florida College System.

Dean Rodgers continued with highlights of the 23-24 Operating Budget.

Includes:

- A step increase for employees across the board
- A 3% increase for all employees, including adjunct instructors for a total of about a 4.5% increase per employee
- Increased investment in marketing and recruiting
  - Allison Finley shared some of the ideas they are implementing in her department for capitalizing on research and data analytics in social media for targeted marketing.
  - Hoping to use research and focus groups to see if our campaigns are resonating with potential students. 3<sup>rd</sup> party vendors that have been hired to help. Will share numbers of success rates at July Workshop.
- Trying to find efficiencies to consolidate positions to make room for higher paid positions.
- Career and Workforce funds allocated for ordering Welding Equipment. \$400,000 was appropriated in 22-23 and will be available for the 23-24 cycle. New construction plans have not worked out because the estimates came back way too high, so an unused space in building 13 has been identified to be renovated and equipped for the welding program. \$300,000 was appropriated from the legislature, and \$300,000 is from local funds for a total of \$600,000 set aside for this project and will be brought for approval once plans and estimates are finalized. The largest expense of this project is the electrical work.
- Pipeline funds are being used to attract nursing and CWE instructors that are hard to fill
- Plans for the new HVAC program are underway and 8 other new programs.
  - Need support for salaries to find instructors.
  - Labs are being set up to be portable for mobility and the ability to pack up and re-equip for other programs as needed.
- Additional Adjunct Instructors
- Asking to transfer \$500,000 to fund 7
- Deferred maintenance projects. \$5.2 million in Capital Outlay Budget

- (See PowerPoint presentation for details)

### Capital Improvement Plan Highlights

Items 10e and 10f – Big ask in Capital Improvement plan is to transform existing maintenance barn into increased lab space for CWE. Wanting to expand square footage of that building as the State is more receptive to renovations of existing buildings rather than new construction.

There was a discussion of the challenges around the cost of nursing education and attracting appropriate talent for instructor positions and revenue sources.

Vice Chair Washington called the regular meeting to order at 5:45p.m.

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

**MOTION:** (Wright/M.Williams) That the District Board of Trustees adopts the minutes for the May 16, 2023, regular meeting as presented. The motion carried unanimously.

### ACADEMIC AFFAIRS

Associate Dean Summers presented the following for approval.

**MOTION:** (Williams/Coker) That the District Board of Trustees approves the upcoming course fee with Follett Access for McGraw-Hill textbooks. This incorporates the textbook into the student learning management system with a course fee that is less expensive than purchasing a textbook. This recommendation will allow NFC to apply a course fee (price to be determined) to McGraw Hill curriculum-based courses through the Follett Access program. The fee associated with the selected courses will allow students to opt out if they choose; however, students will be at an advantage through the Follett Access program because students will have immediate access to their course materials instead of having to order through the bookstore. This will be a pilot for Fall 2023 with only McGraw Hill curriculum with the intent of adding additional publishers in future semesters. The motion carried unanimously.

### CAREER AND WORKFORCE EDUCATION

Associate Dean Dunkle gave an explanation of student fees that was requested at the last board meeting. The question was about the fee for Correctional Probation Officer to Law Enforcement \$708.31. The breakdown for the fee is as follows:

- |                                      |         |
|--------------------------------------|---------|
| • Law Enforcement Vehicle Operations | \$40    |
| • Firearms                           | \$590   |
| • Uniforms and books                 | \$65    |
| • Accident and Liability Insurance   | \$13.31 |

He then gave a presentation of the new HVAC program offering and equipment that has been ordered.

- 1350 hours of training
- Curriculum framework and highlights for internships and on the job training
- Soft skills needed
- EPA Certification
- \$135,000 in equipment purchased – training modules were highly recommended by technicians who wished they had these units when they were learning.
- Videos of module features

### **EMPLOYEE SERVICES**

Executive Director Coody presented the following for approval:

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

**MOTION:** (Howell/Coker) That the District Board of Trustees approves the 2023-2024 Salary Schedule. The schedule includes the increases (Step increase and 3.5% raise) as discussed in the workshop. The motion carried unanimously.

**MOTION:** (Coker/A. Williams) That the District Board of Trustees approves the attached contract with Cynosure Consulting LLC. This recommendation provides for continuation of the consulting and evaluation services for the STEM SEALs grant through the end of the grant cycle. The motion carried unanimously.

**MOTION:** (Coker/Wright) That the District Board of Trustees approves the attached contract with Indikus Evaluation and Planning. This recommendation provides for continuation of the consulting and evaluation services for the STEM SEALs grant through the end of the grant cycle. The motion carried unanimously.

### **ADMINISTRATIVE AND BUSINESS SERVICES**

Dean Micah Rodgers presented the following items:

**MOTION:** (Wright/Coker) That the District Board of Trustees approves the Warrant List for May 31 2023. 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 5.23% interest.

**MOTION:** (Howell/Coker) That the District Board of Trustees approves the Operating Budget for 2023-2024, which includes support for the NFC Foundation as shown in the attachment. The motion carried unanimously.

**MOTION:** (M. Williams/A. Williams) That the District Board of Trustees approves the Capital Outlay Budget for 2023-2024. The motion carried unanimously.

**MOTION:** (A. Williams/M. Williams) That the District Board of Trustees approves the Capital Improvement and Legislative Budget Request for 2023-2024. The motion carried unanimously.

### **DEVELOPMENT & EXTERNAL AFFAIRS**

Director McClung presented her report for the month and the following for approval:

**MOTION:** (Coker/A. Williams) That the District Board of Trustees approves the recertification 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 2023-2024. The motion carried unanimously.

### **PRESIDENT'S HIGHLIGHTS**

President Grosskopf gave an overview of the following:

- Looking into combing functions and efficiencies. Working with attorney to make sure college is working efficiently.
- Expired trustees – no word on reappointments. There have been reappointments in the state that have included more political vetting than usual. Gratitude for trustees continued service.
- Director Cindy Dunkle gave a presentation on the transformation of the Perry Center, challenges faced along the way, excitement in the community, and upcoming events.
  - Advising ongoing for fall semester
  - June 29 first PERT test
  - Grand Opening
  - LPN-RN Bridge Program
  - 5 academic classes already registering
  - HVAC Program
  - EMT Program

- Law Enforcement
- Possible to add a building on concrete pad out back for more classroom space in the future

**ATTORNEY TIME**

Mr. Herring stated that there was nothing to report for the month. Contract review and exploration of optimizing current resources and attracting outside sources that are hard to find. Introductory phase of research, nothing to discuss at this time.

**GOOD OF THE ORDER**

The Vice Chair announced that the next meeting will be held on Tuesday, July 25, 2023, at 9:00 a.m. at the NFC Live Oak Location on Ohio Avenue. The meeting was adjourned at 6:40 p.m.

Respectfully submitted,



John Grosskopf  
President  
/mmw



Ricky Lyons  
Chair