

MINUTES: July 25, 2023

MEETING: NORTH FLORIDA COLLEGE SUMMER WORKSHOP  
LIVE OAK, FLORIDA

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

TRUSTEES ABSENT: Mr. Travis Coker  
Mr. Al Williams  
Mr. Mike Williams

STAFF PRESENT: Tyler Coody  
David Dunkle  
Allison Finley  
Dani Mays  
Traci McClung  
Jennifer Page  
Micah Rodgers  
Kristin Summers  
Michelle Wheeler, Recording Secretary  
Philip Wilkerson  
Lynn Wyche

Mr. Mark Logan, Board Attorney

The summer workshop was called to order at 9:00am by Chair Lyons who asked Mr. Gary Wright to open the session with prayer and lead the pledge of allegiance.

The following informational presentations were given:

### **ACADEMIC AFFAIRS**

1. Vice President Jennifer Page Update with Associate Deans and Advising
  - a. Charter School Update – Concept stage, deciding best approach, hired consultants with a lot of experience. Working on feasibility study to find area best suited for locating a Charter High School.
  - b. Working with Nutrien (fka Occidental) in White Springs – Phosphate – training EMTs - to make it an instructional site. They want all of their employees to be EMTs. Also training for CDL. Great industry partner.

- c. Big Bend Technical College in Perry. Has an LPN Program. We will go on their campus to take a Bridge to RN cohort there. Opening a state-of-the-art facility which will free up some of their old space that will be available to us.
  - d. Lyons asked for a brief synopsis of why students should choose NFC over other institutions. Those locations only offer beginning courses. No LPN cohort at the moment. Students coming out of Suwannee, Lafayette, Taylor, may choose locations closer to them. This is why we are piloting this effort in the locations near them. LPN is competitive, once we have our program up and running. The technical colleges now can apply to offer an AS degree in Nursing...but they must demonstrate need. Hence the urgency to establish programs in those areas. The quality of instruction at NFC is best, and we offer pathways that we can build for our students. Articulation tiebreakers when entering bridge program if trained at NFC. Dunkle mentioned support services not offered within the other districts.
    - i. 100% pass rate for NCLEX
    - ii. Industry partners say that hires from NFC outperform students who graduate from other colleges
    - iii. Transfer process is also easier and an asset for those who are transferring to other colleges for bachelor's or masters.
    - iv. Graduation: so many had plans to come back to NFC for bachelors – they wanted to continue with us because of our faculty and support. Very proud of that.
  - e. Wants to work on agreements with other facilities
  - f. Certified Nursing Assistant
    - i. Taking to Advent Christian Village – desperately needs CNAs. Has instructor on their site, wants NFC to provide curriculum.
    - ii. Will be open to anyone in our 6-county area, not just Advent Christian Village.
    - iii. Those CNAs can then go into LPN or RN programs at NFC
2. Kristin Summers
- a. Hyflex – to increase access, ability to attend class even while sick. Students, guidance counselors, and high schools are very happy with this system – replaces Polycom technology. Setup is about \$10,000 per unit.
    - i. Dual enrollment and non-DE students are using. Courses designated as Hyflex can come to campus when needed or connect to course from anywhere they can connect with laptop, tablet, cell phone, etc. Very versatile and makes courses available to students wherever they are. Very clear quality.
    - ii. Schedule has an explanation of the technology through Zoom
  - b. Follett Access Program – new bookstore process
    - i. Follett is very complimentary of NFC and the ease of working with our staff.
    - ii. Includes all course material and will be right there, ready to go within their portal from day 1. Students do not have to wait for access code.
    - iii. Starting with McGraw Hill in the fall and looking to add Cengage in Spring.

- iv. Hoping to have all textbooks through Follett Access by the end of Summer 2024
    - v. Students can opt out and shop through Amazon or other
  - c. Dual Enrollment
    - i. Windy Gamble – working with all guidance counselors and principals and has been very beneficial.
    - ii. Summit is in Fall
    - iii. DE Trends – back up to 447, 19 graduates, 33 in Spring of 2023
    - iv. 1st cohort of collegiate academy graduates
    - v. 27 students received waiver and chose to use it to complete AA – will complete in fall of 2023
    - vi. Washington – Does graduate distribution match population of counties? Mays – Yes
  - d. SACSCOC Reaccreditation cycle beginning
  - e. Degrees earned by program and historical trends
  - f. 11 new programs on the way
    - i. Putting Medical Coder Biller on the shelf until we find new instructor
      - 1. Doesn't want to pull someone from a full-time job to go into a program that might be dying
    - ii. Some programs fade out once industry need/market demand is met
    - iii. Correctional Officers are trained in the prisons now. Signing bonuses attract workers right away, some taking bonus and quitting in a few months.
  - g. Course Delivery by method – Hybrid is 30-70% online
    - i. Works closely with Advising to find out the needs and desires of the students
    - ii. Students can get AA completely online if desired. CWE programs require more face-to-face class time.
    - iii. Howell requested a live demonstration of Hyflex. (Jennifer Page to demonstrate during lunch break.)
- 3. David Dunkle – Career and Workforce Education
  - a. Worked to Develop Identity shared Vision, Mission, and Objectives
  - b. Affordable, high quality, and amazing instructors who do whatever it takes.
  - c. Nutrien pays for tuition and fees for their employees.
  - d. Offering Class A and B because not everyone needs the A. Class B is for trucks without trailers.
  - e. Advisory boards to find the need of the community.
  - f. Adds training to curriculum that partners request.
  - g. CDL Scheduled three days x 9 hrs, extra practice allowed.
  - h. Allied Health and Nursing back under CWE umbrella
    - i. 100% pass rate for nursing
    - ii. CPR and IV therapy offerings
    - iii. Lake City students are traveling to us for IV training
    - iv. LPN to RN bridge expanding in Perry
  - i. Manufacturing is receiving OSHA certification – good professional development opportunities for faculty and staff.

- j. Machining and 3D Printing camps to build awareness and offer some free training.
- k. Offered summer camps for HS students to build enrollment.
- l. EMS Department
  - i. Emergency Medical Responder – expanding to include dual enrollment – good program for career exploration
  - ii. Kirkland – schedules are challenging. He makes his schedule to match industry with a day of rest in between since they usually work 24-hour shifts.
  - iii. Tried hybrid – 1 day per week – moving back to 2 days per week
  - iv. Paramedic – 7 in class currently. EMT first, then move up to paramedic.
  - v. Challenge: Adjunct instructors – must be paramedic and have 2-year degree. 3 current adjunct instructors that will receive waivers to complete their AS degrees. Agreements in place to keep staff on for a time. Hoping to retain instructors and not just waive tuition for no benefit to college. (Micah explained waivers allowed by state)
- m. CDL program highlights
  - i. Only program in state that does logging.
    - 1. Driver receives ticket and drops off logs at mill.
    - 2. Tickets are worth \$150 each.
    - 3. Has raised over \$13,000 for scholarships to the program.
- n. Law Enforcement Academy running in same building as CDL.
- o. Business Program with Career Source North Florida
- p. List of 11 new programs
  - i. Welding and advanced welding – retrofitting an existing space
  - ii. Business Services CCC – 18-hour course, great needs for this. Might move into an AS degree to articulate or create our own bachelors. It's a career ladder program.

### STUDENT LIFE

#### Lynn Wyche – Fitness Wellness/Learning Resources/ Student Activities

- a. Working together to provide wrap around support
- b. 2022-2023 Highlights
  - i. Fitness and Wellness – working to create an inviting space
    - 1. Returned to creating activities since COVID derailed those
    - 2. Focusing on fun and wellness for students and staff
    - 3. Excited for new Director of Student Engagement
  - ii. Learning Resources
    - 1. Statistics that show higher success rates in ENC 1101 if they take a Library Orientation
    - 2. Satisfaction survey results for library events
    - 3. Renovation and remote video conferencing rooms
      - a. Spaces are being used to the full all day.
      - b. Students are really enjoying the more functional use of the space.

- c. Whiteboards for studying and encouraging one another
    - d. Really helping to build connections with outreach and relationships – more than social media.
  - 4. Tech Talks to bolster use of technology by staff
- iii. Student Activities
  - 1. Traditions,
  - 2. Sentinel Café
    - a. Branding, pricing
    - b. Sustainability Plan – have met all goals
    - c. Looking at a program to add in that space
  - 3. Branding activities and training
  - 4. Food Insecurities programs
- iv. On the Horizon
  - 1. Society App about events
  - 2. New things on the way
  - 3. Howell – question about baby sitter – to be continued.

10-minute break at 10:30am

Called to order at 10:40am

### **CAREER AND TRANSFER CENTER UPDATE**

Philip Wilkerson

- a. Advisors: Delvin Boatman, Cameron Smith, Julie Adams, Shante Fagin
  - i. Called on to do a lot more at outlying locations
  - ii. Students are craving more interaction
- b. NFC's Impact on students
- c. AA Students – largest group – want to make sure they take the right courses to connect them with the right articulation to university
- d. Focus 2 Career \$1800 program with assessments to gauge interest and appetite to try to match students with correct career paths
- e. 72 students have taken the assessment (will show example if time allows)
- f. Testimonials from students who participated.
- g. Snowey Hagan – hard worker, engaged with students, certified career development facilitator. Has really strengthened resume building skills.
- h. Facilitating AA completion so that half of bachelor's degree is complete when they go to university.
- i. Career and Transfer center is helping students realize the value of the AA
- j. Helping with mock interviews, professional attire for headshots to put on LinkedIn.
- k. Starting point to help students connect with the right major
- l. Wants every student to go through the center before they even register – to get the right plan.
- m. Washington – had a coaching question for mock interviews
  - i. Suggestion for bringing in community members to participate in the interviews.

- ii. Traci is working with alumni to help on this as well.
- iii. Chair Lyons knows some retired wardens that have much experience in conducting interviews.
- iv. Wright – Commentary on professional attire, dress for success.

Jennifer Page gave a shoutout about her team who is working together. Key piece: testimonials talk about the people who truly care. NFC is unique in that way. Huge thank you to her team.

### **COLLEGE ADVANCEMENT AND RECRUITMENT**

Allison Finley

- a. Brag Sheet – needs update to 11 programs
- b. PowerPoint presentation
  - i. Strategic Plan Goal 1: Branding
  - ii. Social Media Reach
  - iii. Perry Grand Opening
  - iv. Budget
  - v. Statistics showing increases of followers on social media
  - vi. YouTube Ad – Student Story
  - vii. Live Oak Location Ad
  - viii. Student Workers
    - 1. Engagement and reach are improving with their input and help vs the last 90 days
    - 2. Spotify Playlists
  - ix. Pixel Analytics – to follow up with more info
  - x. New social media platforms
    - 1. LinkedIn
    - 2. Spotify
  - xi. Upcoming work
- c. Recruitment
  - i. Strategic Plan Goal 4
  - ii. Process
  - iii. Niche.com
  - iv. Inquiry App
  - v. Recruitment events
  - vi. Upcoming work

### **DEVELOPMENT AND EXTERNAL AFFAIRS**

Traci McClung Foundation Update

- a. Combined totals for the year
- b. Alumni, Sentinel Echo newsletter
- c. Innovation Grant Success Stories
  - i. Bagels in the Breezeway – Pilot program funded with an innovation grant
  - ii. First Generation graduate program established with innovation grant but is ongoing.

- iii. Food Insecurities Program & Bon Appetit program, employee deductions can go directly to food vouchers for students.
- d. Fundraising – Hyflexed to meet with consultants. Recorded sessions that included interactions to playback for board members that could not attend. One member was able to attend from Live Oak Location.
- e. Perry Location – awesome event. Fantastic turnout - was able to talk to so many students and meet some of her students. Foundation gave 14 scholarships worth over \$13K. Winner of drawing that night wanted to go into the HVAC program.

### **EMPLOYEE SERVICES**

Tyler Coody - PowerPoint presentation

- a. Recruitment
  - i. Advertising and Promoting Employment Opportunities
  - ii. NEOGOV HR Software Implementation to help with onboarding
  - iii. New Employee Swag Bags
- b. New Adjunct Rates
- c. Current Job Opportunities
- d. Updated Org Chart
- e. Goal Setting and Employee Development
- f. Job Descriptions
- g. Evaluations

Break for lunch at 12:07pm

Lyons Prayer

Resumed at 12:43pm

Tyler Coody continued.

- h. Benefits package
- i. Health Insurance + others
- ii. Retirement: FRS, 403b and 457 with TIAA
- i. Review of new plans
- j. Upcoming work

Mr. Gary Wright excused himself at 1:00pm

### **INSTITUTIONAL EFFECTIVENESS AND RESEARCH**

Dani Mays

- a. Incoming Cohort Review
- b. Student Achievement
- c. Interventions of Mentoring program beginning in 2022 and results
- d. Department Effectiveness
  - i. Processes: Early alerts etc.
  - ii. Goal of empowering departments with access to data they need

- iii. Session tracker
- iv. Allied Health and Nursing tracker
- v. Textbook verification data at a glance
- vi. Inquiry App
- vii. Employee Services – Piloting Evaluations now
- e. External and Internal Reporting

### **FINANCIAL AND PHYSICAL PLANT**

Micah Rodgers

- a. Renovation
  - i. Welding Lab \$300k to renovate. Will contain 13 welding booths.
  - ii. To hold daytime and nighttime classes to increase availability for students
  - iii. Allstate Construction quote
  - iv. Main expense is electrical
  - v. Will bring final proposal to Board for Approval
  - vi. Legislative Budget Request for Maintenance Barn 4800 sq ft
    - 1. Not set up as educational space
    - 2. Asking to renovate existing facility into 7200 sq ft of lab space
    - 3. Much more traction in funding for converting existing bldgs.

Staff was dismissed at 1:46 p.m.

### **PRESIDENT'S UPDATES**

John Grosskopf

- a. Leadership update
  - i. Input from trustees
  - ii. Excellence of team, collaboration
- b. Upcoming Challenges
  - i. Need for attention in the district.
  - ii. Legislature is prioritizing Dade County
  - iii. All attention is flowing South
  - iv. Discussion of current representatives who have helped support our cause
  - v. Needs help with Shoaf office
  - vi. Facilities planning – changes being made – must support ability to be nimble and pivot
  - vii. If enrollments dry up in program, equipment can be packed up and stored...new program put in same spot without major construction
  - viii. Babysitting – Childcare assistance for workforce students
    - 1. This need goes along with food insecurities
    - 2. Early Childhood Care program is evolving
    - 3. Possibility to run Early Childhood Program with a daycare as a training space to include students' and employees' kids on campus.
  - ix. Program inventory list – sometimes shelves programs until needed again. Can't completely remove from inventory list. Process is too cumbersome.
  - x. Discussion of Technical Colleges issues

- xi. Charter School – expects Suwannee for Academically Centered Charter and Taylor County for Technically Focused Charter
  - 1. NFC and Gateway are only two left in state without Charter Schools. If we do not start one Legislature could frown upon
  - 2. 6 county swath of underperforming schools, private company would take opportunity to fill the need.

President Grosskopf was excused from the room.

**ATTORNEY TIME**

Evaluation Overview – Please note that Presidential Evaluation is on a scale of 0-5, Institution Evaluation is on a scale of 1-4. Completed evaluation goes to Sniffen & Spellman. Mark Logan to provide instructions and evaluations with return envelope.

John called back in at 2:10 p.m.

Workshop was adjourned at 2:11 p.m.

Respectfully submitted,

  
John Grosskopf  
President  
/mmw

  
Ricky Lyons  
Chair