

MINUTES: February 20, 2024

MEETING: NORTH FLORIDA COLLEGE
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Ricky Lyons
Dr. John Grosskopf
Mr. Travis Coker
Mrs. Sandra Haas
Mr. David Howell
Mr. Billy Washington
Mr. Al Williams
Mr. Gary Wright

TRUSTEES ABSENT: Mr. Mike Williams

STAFF PRESENT: Larry Akers
Tyler Coody
Dani Mays
Traci McClung
Jennifer Page
Micah Rodgers
Kristin Summers
Michelle Wheeler, Recording Secretary
Lynn Wyche

Mr. Rob Sniffen, Board Attorney

The meeting was called to order at 5:30 pm by Chair Lyons, who invited Mr. Al Williams to offer and invocation and lead the pledge of allegiance.

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

MOTION: (Howell/A. Williams) That the District Board of Trustees adopts the minutes for the November 21, 2023, and January 16, 2024, regular meetings. The motion carried unanimously.

PUBLIC INPUT

Executive Director Dani Mays shared information on a grant that was award to NFC to build an Innovation Community Access and Networking (ICAN) center. The goal of the program is to

expand Broadband access to rural communities and our proposal was accepted. We have been awarded \$4 Million. The proposal is to construct a building near the maintenance barn in front

of Building 17. This vision for this building is to allow community access for the internet, telehealth, career and workforce education and training. We are supposed to kick-off in June of 2024 with architect selection. The building will be a 4800 sq. ft. single story building and is planned to be completed by December of 2026. The \$4 million includes planning, construction, furnishings, glass pod dividers for telehealth, meeting spaces, and computer equipment. There will be around \$200k of matching funds. The board offered congratulations on the award.

ACADEMIC AFFAIRS

Associate Dean Kristin Summers presented the following for approval:

MOTION: (Haas/Washington) That the District Board of Trustees approves the Lumen Learning Services Agreement. This recommendation will allow NFC to continue using the Lumen product in the Strategies for Academic Success (SLS 1103) course. This is the same agreement as previously signed by the NFC Chairperson; the only change is the active agreement dates. The motion carried unanimously.

Vice President Page presented the following:

MOTION: (Haas/Wright) That the District Board of Trustees approves the articulation agreement between NFC and Flagler College to facilitate the terms of an educational partnership between both institutions. This recommendation will represent a good faith effort to accommodate the partnership between NFC and Flagler College by the terms stated in the agreement. For the record, Attorney Sniffen stated that he also represents Flagler College, but had no part in drafting this agreement. The motion carried unanimously.

Vice President Page shared that President Grosskopf has received the Shirley B. Gordon award from PTK. What's so special about this award is that our students nominated their President for this distinction, and he won. Congratulations were offered for this special honor.

CAREER AND WORKFORCE EDUCATION

Vice President Page presented the following on Associate Dean Dunkle's behalf:

MOTION: (Coker/Haas) That the District Board of Trustees approves the attached Allied Health clinical agreements:

Tallahassee Memorial Healthcare, Inc.
Southern Living for Seniors
Lafayette District Schools

These agreements are renewals that have previously been reviewed by the Board Attorney. The agreement with Lafayette School District is new but uses the same template previously.

approved by the Board Attorney. This recommendation will provide clinical opportunities for students in NFC's Allied Health/Nursing and EMS Departments.

MOTION: (A. Williams/Haas) That the District Board of Trustees approves the attached Memorandum of Understanding between NFC and Advent Christian Village. This recommendation establishes the partnership between Advent Christian Village and NFC to offer a CNA program at their facility. This contract was sent to the Board Attorney for review. This opportunity is unique because they have an educator on their campus who is a Nursing Instructor who will be providing, with our supervision, the instruction. The motion carried unanimously.

MOTION: (Coker/A. Williams) That the District Board of Trustees approves the attached Allied Health Agreements with Honey Lake Clinic and North Florida Medical Centers. This recommendation will provide clinical opportunities for students in NFC's Allied Health/Nursing and EMS departments. These agreements are renewals that have previously been reviewed by the Board Attorney. The motion carried unanimously.

EMPLOYEE SERVICES

Executive Director Coody presented the following for approval:

MOTION: (Haas/Coker) That the District Board of Trustees extends the Administrative and Professional Contracts listed on the attached page through June 30, 2024. This recommendation permits routine award of contracts to individuals and facilitates the growth, development, and improvement of NFC. The motion carried unanimously.

MOTION: (Washington/A. Williams) That the District Board of Trustees approves the attached changes to the Policy Manual. These are non-substantive, minor procedural or organizational changes that will not affect or alter the meaning or intent of the policy as written in anyway. This recommendation will update the College Policy and provide written verification to ensure that Policy consistency is maintained. Staff names and contact information are being updated in the Sexual Harassment Policy. The motion carried unanimously.

ADMINISTRATIVE AND BUSINESS SERVICES

Dean Micah Rodgers presented the following items:

MOTION: (Coker/A. Williams) That the District Board of Trustees approves the Warrant List for November 1, 2023, to December 31, 2023, and the Warrant List for January 31, 2024. Mr. Howell had a question about a transaction to HERFF JONES on page 2 it was explained that this was a purchase for some part of their pinning ceremony regalia for the LPN students (pins and/or stoles). Dean Rodgers explained that this expense would have been included in their student fees, but NFC writes the check for the purchase. The motion carried unanimously.

The Statements of Account for December and January were presented as informational items as were the Current Funds Unrestricted Revenue and Expenditure Reports for December 2024 and January 2024. The Florida Prime account is earning 5.57% interest as of January.

MOTION: (Haas/Howell) That the District Board of Trustees approves the Annual Comprehensive Safety Inspection Report. There were a few deficiencies noted regarding room numbers. These are being corrected. The motion carried unanimously.

MOTION: (Coker/Washington) That the District Board of Trustees approves the Operational Audit Report from the Florida Auditor General's Office. There were two recommendations that we are working to improve upon. The Financial Audit Report was released after the deadline and will be presented the next meeting. The motion carried unanimously.

DEVELOPMENT AND EXTERNAL AFFAIRS

Director McClung reviewed the Foundation's monthly scholarship report. She shared details of the new Graduation Regalia Scholarship. This came about after Hurricane Idalia when the Foundation Board approved a temporary scholarship for graduation regalia. We did not want the cost of the regalia to prevent a student from walking at graduation. This was successful with 23 students applying for the relief scholarship and were accepted. The Graduation department reached out to see if this could be made permanent and the Foundation Scholarship Committee agreed. The most the expense would be per student is between \$50 and \$60. The revenue comes from the general scholarship fund.

MOTION: (Washington/Coker) That the District Board of Trustees approves the 2022-2023 NFC Foundation Audit report for fiscal year 2022-2023 and completes the attached DSO Checklist to return to the Director of Resource Development for submission to FLDOE. Director McClung noted that the Audit has no findings for the 4th year in a row. The motion carried unanimously.

Director McClung also shared that the Foundation Board is looking into fundraising possibilities. They are having a special meeting with a consultant this Thursday to study amounts that we could possibly raise in our community.

INSTITUTIONAL RESEARCH AND EFFECTIVENESS

Director Mays presented the February 2024 Annual Report as mandated by the Federal Trade Commission's Safeguard Rule and Gramm-Leach-Bliley Act (GLBA). She reviewed a PowerPoint presentation as attached. She described security risks, training, and tests that are being done to check the skills of the staff and their preparedness against cyber-attacks. President Grosskopf shared the difficulty in obtaining insurance for cyber liability, and that the amount of coverage available through the FCSRMC might end next year. He stated that we must continue to show a record of good stewardship of our resources.

PRESIDENT'S HIGHLIGHTS

Dr. Grosskopf gave an overview of the following:

FCS Legislative Budget Request that has changed since January. The priority is still to get the FCS on parity with universities by having access to the State Health Insurance Plan. Many of the presidents are willing to sacrifice new operational funding in exchange for that move under the State Health Insurance Plan. This is still in play, but current House and Senate budgets do not cover the additional \$100 million that the system is requesting.

Dr. Grosskopf also provided an outline that was provided by AFC as a handout at the Trustee Event that was hosted in Tallahassee in January.

Activities and Upcoming Events

- Feb 24-27 – San Antonio, TX to compete for the Bellwether Award

ATTORNEY TIME

Mr. Sniffen reported on the following:

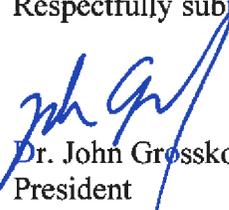
- No active litigation
- Contracts being reviewed.
- Handling normal day-to-day issues

GOOD OF THE ORDER

Associate Dean Lynn Wyche invited the Trustees to attend our Annual Open House Super Saturday event on March 2, 2024, from 9-11am at the Student Center. Mr. Washington shared an anecdote from a Super Saturday when he was helping shuttle a student and her mother on the golf cart. Near the end of the ride, when the mother realized that they were being chauffeured by the President and a Trustee of our Board, she proclaimed that this would never happen at a university and that her daughter would be attending NFC.

Chair Lyons announced that the next meeting will be held on Tuesday, March 19, 2024, at 5:30 p.m. in the NFC Board Room. Mr. Gary Wright was asked to pray before dinner and the meeting was adjourned at 6:17 p.m.

Respectfully submitted,


Dr. John Grosskopf
President

/mmw


Ricky Lyons
Chair