

MINUTES: February 18, 2020

MEETING: NORTH FLORIDA COLLEGE
MADISON, FLORIDA

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

STAFF PRESENT: Mr. Larry Akers
Mr. Rick Davis
Mr. Bill Hunter
Ms. Judy Lundell
Ms. Jennifer Page
Ms. Tisha Phillips, Audio/Visual Technician
Mr. Micah Rodgers
Ms. Kim Scarboro
Ms. Michelle Wheeler, Recording Secretary

Mr. Rob Sniffen, Board Attorney

The Board meeting was called to order at 5:32 p.m. by Chair Mike Williams, who asked Mr. Al Williams to open the meeting with prayer followed by the pledge of allegiance to the flag.

MOTION: (Haas/Benoit) That the District Board of Trustees approves to adopt the Agenda as presented. The motion carried unanimously.

MOTION: (Lyons/Washington) That the District Board of Trustees approves the minutes of the January 21, 2020 regular Board meeting with the correction of the year in the headers on pages 2-5 and the inclusion of the motion and approval of the Warrant Lists on page 2. The motion carried unanimously.

CAREER AND WORKFORCE EDUCATION

MOTION: (Coker/A. Williams) That the District Board of Trustees approves the Educational Internship Agreement with Suwannee Valley Electric Cooperative, Inc. for student field experience. This recommendation will provide students in the Industrial and/or Technical

Program the ability to participate in “field experience” by shadowing in a facility made available to the College by the facility owner. The motion carried unanimously.

MOTION: (Coker/A.Williams) That the District Board of Trustees approves the Educational Internship Agreement with Nestle Waters for student field experience. This recommendation will provide students in the Industrial and/or Technical program the ability to participate in “field experience” by shadowing in a facility made available to the College by the facility owner. The motion carried unanimously.

MOTION: (A.Williams/Benoit) That the District Board of Trustees approves the Educational Internship Agreement with WB Howland for student field experience. This recommendation will provide students in the Industrial and/or Technical program the ability to participate in “field experience” by shadowing in a facility made available to the College by the facility owner. The motion carried unanimously.

STUDENT SERVICES

MOTION: (Haas/Coker) That the District Board of Trustees approves the 2020-2021 Academic Calendar. This recommendation will allow NFC to submit the calendar to the State for approval. The motion carried unanimously.

EMPLOYEE SERVICES

MOTION: (Haas/Lyons) That the District Board of Trustees approves the following personnel changes:

New Hire: Micah Rodgers, CPA, Chief Business Officer

Change: Mathew Ortensie from Systems Support Specialist (Career) to Coordinator of Infrastructure (Professional)

The motion carried unanimously.

MOTION: (Coker/Haas) That the District Board of Trustees extends the professional contracts listed below through June 30, 2020. The names listed were inadvertently left off of the original list submitted on January 21, 2020. This recommendation will permit routine award of contracts to individuals and facilitate the growth, development, and improvement of NFC. The motion carried unanimously.

<u>Name</u>	<u>Position</u>
Ron Rice	Instructional Coordinator of Criminal Justice
Karen Williams	Instructional Coordinator of Criminal Justice

ADMINISTRATIVE AND BUSINESS SERVICES

President Grosskopf commented that all three of our deans are NFC Alumni.

MOTION: (Wright/Haas) That the District Board of Trustees approves the Warrant List for January 2020 as presented. The motion carried unanimously.

The revenue and expenditure report for January was presented as an informational item as was the statement of account. The College is currently earning an interest rate of 1.81%, which is yielding approximately \$8,000 per month.

The Auditor General Financial Audit for FY 2018-2019 was sent out by mail and is included in the Board Packets as an informational item. Page 3 shows no deficiencies in internal controls and the results of their tests disclose no instances of non-compliance.

President Grosskopf invited Micah Rodgers to the podium for a brief introduction and overview of his work history with the Auditor General's office and asked for everyone to welcome him to NFC with the hope of a long and fulfilling career. The Board welcomed him with a round of applause. Micah reminisced that his time with "NFCC" as a student was a very positive experience and he is happy to be here again in his new role.

Judy Lundell stated that the Foundation does not have a report this month, but would like to share an innovation in her Operation Outreach marketing campaign. She shared bags of potato chips that she will be distributing in Hamilton County high school lunchrooms labeled with a QR code that links students to the NFC scholarship webpage. Simply pointing a smartphone camera at the code will initiate a link to the foundation's webpage for more information. The Operation Outreach begins in Hamilton County and will continue throughout NFC's six-county district.

PRESIDENT'S HIGHLIGHTS

Dean Jennifer Page presented updated Board Policies that are now aligned with SACSCOC principles. She gave an overview of the non-substantive changes.

MOTION: (Washington/Coker): That the District Board of Trustees approves the changes to NFC policy 1.06 to better align with SACSCOC standards, With the changing of the word "unwarranted" in Policy 1.06 to "undue" in order to match the wording in the SACSCOC principle 4.2f. The changes are non-substantive and do not alter the meaning or intent of the policies.

Sandra Haas asked about language in the policy stating that Board members are to attend conferences that pertain to their duties. President Grosskopf explained the option of adding that to the Board's self-assessment tool. He also gave an overview of the evolution of Board training from FACC to FCS to AFC. Currently, trustee training through AFC has diminished to a few Trustee Days at the Capitol with a short presentation and lobbying opportunities afterward. Attorney Sniffen offered to provide more training opportunities for the

Board and others on campus. President Grosskopf said that NFC will be glad to coordinate any type of training the Board desires.

After the questions and discussions were complete, the motion carried unanimously.

MOTION: (Washington/Haas): That the District Board of Trustees approves the addition of the applicable SACSCOC principles to the end of NFC Board policy 1.07. The motion carried unanimously.

Dean Page also shared SACSCOC Section 1.1 the Principle of Integrity. She stated that the College will be working on the development of a Board Policy to address integrity institution-wide. In addition to integrity with our financials and budgeting, integrity needs to be a priority with assessment procedures, reporting, grading, and holding everyone to this high standard of integrity.

President Grosskopf stressed the importance of compliance with the Principle of Integrity (SACSCOC 1.1). As a Board Member for SACSCOC, President Grosskopf has seen an institution found out of compliance with the core principle of integrity who could not be re-accredited because the data presented could not be trusted. He stated that we will be working with the Board attorney to construct a comprehensive policy on integrity.

Upcoming Events:

Feb. 19, 2020 Morning: COP Business Meeting
Working Lunch: Presidents and Commissioner
Afternoon: Policy & Advocacy meeting
Evening: Reception at Governor's Mansion
Governor's Patriot Path Announcement

Feb. 21, 2020 Florida Gateway College visiting NFC to tour CDL Program

Mar. 7, 2020 Super Saturday

ATTORNEY TIME

Attorney Sniffen gave an overview of #5 on the report shared in the Board Packets. He also provided information about United Educators (UE) as a resource for guidance and training. Sexual Abuse coverage is included and training is recommended for processes and policies. Attorney Sniffen can facilitate training for the Board and Management via Skype in the near future to ensure compliance with the UE policy. He would also like to provide training on any other matters the Board requests such as Public Records, Sunshine Law, Policy, or any other legal matter.



GOOD OF THE ORDER

Attorney Sniffen offered parking at his office on Monroe Street to any of the Trustees who might be attending the Governor's reception.

Michelle Wheeler noted that she distributed the President's evaluation packets for the Trustees to complete and mail to Attorney Sniffen for tabulation. The results will be reported at the next Board Meeting.

Chairman Williams announced that the next regular meeting of the District Board of Trustees will be held on March 24, 2020 at 5:30 p.m., in the North Florida College Board Room.

The meeting adjourned at 6:18 p.m.

Respectfully submitted,



John Grosskopf

President



Michael R. Williams

Chair

/mmw