

MINUTES: May 21, 2024

MEETING: NORTH FLORIDA COLLEGE  
MADISON, FLORIDA

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

TRUSTEES ABSENT: Mrs. Sandra Haas

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

Mr. Mark Logan, Board Attorney

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

**MOTION:** (Wright/Williams) That the District Board of Trustees adopts the agenda as presented. Hearing no objections, the motion carried by general consent.

**MOTION:** (Coker/Howell) That the District Board of Trustees adopts the minutes for the April 16, 2024, regular meeting. Hearing no objections, the motion carried by general consent.

### **PUBLIC INPUT**

Dr. Grosskopf stated there were no formal requests for public input but shared that he has heard a number of positive comments regarding our recent commencement ceremonies with comments that Senator Simon's Address was the best commencement address they have heard at our institution, and he thanked the Trustees for attending.

### **CAREER AND WORKFORCE EDUCATION**

Associate Dean David Dunkle presented the following for approval:

**MOTION:** (Coker/Williams) That the District Board of Trustees approves the attached Allied Health and EMS Clinical agreements with Lafayette Nursing and Rehab, and Trenton Medical Services, Inc d/b/a Palms Medical Group. This recommendation will provide clinical opportunities for students in NFC's Allied Health/Nursing and EMS Departments. These agreements have previously been reviewed by the Board Attorney. The motion carried unanimously.

### **EMPLOYEE SERVICES**

Executive Director Tyler Coody presented the following for approval:

**MOTION:** (Howell/Coker) That the District Board of Trustee approves the attached Annual Faculty Contracts for the 24-25 Academic Year. There are currently no new faculty members eligible for continuing contracts. This recommendation permits the routine award of contracts to individuals and facilitates growth, development, and improvement of NFC. Mr. Wright asked for clarification on the type of contract and if they have been under review and evaluation. Dr. Grosskopf stated that these are faculty members who have performed their annual service satisfactorily and Academic Affairs is recommending their renewal. Once they reach the specified term for continuing contract, they will be presented for approval. Mr. Wright clarified that his question is due to not seeing the names of some faculty members who are still here. Director Coody stated that many of our faculty are already on continuing contract, so those are not brought to the Board every year, since they automatically renew. The faculty members presented here for approval are within that 5-year period prior to the award of continuing contract status. Dr. Grosskopf explained that we would only bring their contracts to the Board if we were requesting an action such as removing them from continuing contract and going back to annual. The motion carried unanimously.

### **ADMINISTRATIVE AND BUSINESS SERVICES**

Dean Micah Rodgers presented the following items:

**MOTION:** (Coker/Williams) That the District Board of Trustees approves the Warrant List for April 30, 2024. Mr. Wright asked if there was anything out of the ordinary. Dean Rodgers stated that there was one large payment made to our insurance for the company that helped us with the storm cleanup but everything else was routine. The motion carried unanimously.

The Statement of Account for April was presented as an informational item as was the Current Funds Unrestricted Revenue and Expenditure Report. The Florida Prime account is earning 5.52%.

Dean Rodgers gave an overview of the \$4 million Federal Grant NFC was awarded to build a community center on the NFC Campus. The current appropriations act includes another

\$3.1 million for remodeling, renovating, and expanding an existing maintenance warehouse to convert it into lab space for workforce education programs. We needed to procure an architectural firm to build and renovate that building. He shared that, going back to September of 2022, NFC's procurement specialist has been helping us to complete this very detailed procurement process in accordance with Section 287.055 of Florida Statute which prescribes the procurement requirements for architectural, engineering, and other professional services, and the college has followed those requirements in the recommendation provided to the Board in the attached Notice of Intent to Award.

He also shared the Procurement page on the College's website ([www.nfc.edu/about-nfc/procurement-contracts](http://www.nfc.edu/about-nfc/procurement-contracts)) where the solicitation, specifications, schedule, public meetings, and timeline of events leading up to the recommendation are posted.

- The RFQ was publicly advertised as required by law on April 3, 2024
- The College received specific questions from interested respondents and all of those inquiries were addressed and posted on the college website. Some of those questions resulted in an addendum which is also posted on the website.
- On April 23, 2024, in a publicly noticed meeting, the college opened the responses received and the results of that meeting were also posted on the college website.
- On April 30, 2024: Public meeting to evaluate the written submissions and compile a list of firms to interview based on the written submissions and the firms were contacted and scheduled for interviews.
- On May 6, 2024: Public meeting to interview the firms and subsequent to completion of the interviews, the architect selection committee scores were compiled to provide a Notice of Intent to Award. This is the document that is included in the Board packet for approval.
- All individual score sheets were included on the College's website for transparency.

After this process, it is the College's recommendation that the Board approves the ranking provided by the architect evaluation committee which is:

1. Walker Architects
2. Clemons, Rutherford, and Associates

In addition, the college is asking that the Board provides the President and his designee authority to begin negotiations with the firm considered the most qualified and if the President and his designee are able to negotiate a satisfactory contract, the Board provides the authority to the President to approve and sign the contract contingent upon attorney review. Dean Rodgers stated that we are requesting this due to the compressed timeline of the project. The terms of the grant require that construction be completed by December 31, 2026. If the President and his designee are unable to negotiate a satisfactory contract, we will ask that the negotiations be

formally terminated at our next Board meeting, and for approval to begin negotiating with the next most qualified firm.

Mr. Washington stated that he was going to make a motion that is not exactly what the committee chose. The reason he gave for reversing the committee's ranking is because CRA has already done a pile of work here at this college and he thinks that, over the years, they have knowledge of the buildings here, our infrastructure, and those kinds of things.

**MOTION:** (Washington/Wright) That the District Board of Trustees approves the recommendation that Micah just said [noted above and underlined] but with the ranking of CRA as #1 and Walker as #2 due to the fact of CRA having a history of completing projects here at the college.

Mr. Coker asked who was on the architect selection committee. Dr. Grosskopf stated that the committee was comprised of NFC staff members not in senior leadership. Mr. Lyons asked for a second of the motion. Mr. Wright asked for clarification of the motion, and Mr. Washington stated that the motion was to rank CRA #1 and Walker Architects #2, which is not what the committee chose. He explained that according to the committee, they [CRA] were ranked #2 and he was trying to make the motion to rank them as #1 and Mr. Wright seconded the motion.

Mr. Lyons restated the motion to substitute CRA as the first ranked architect with Walker being second and added "due to the fact of CRA having a history of completing projects here at the college" and asked for discussion. Mr. Howell noted the small difference between the scores [Walker 234, CRA 230] and asked if there was any history of malfeasance on the part of Walker Architects and about their reputation. Mr. Coker asked where they are based. Dean Rodgers stated they are from Gainesville and have done a lot of work for St. John's River State College, University of Florida, and Santa Fe College with a good reputation. Mr. Wright rebutted that CRA has done work here and the college has experienced him here already, so he instinctively leans toward the one he has personal experience with, rather than leaning on the other one's reputation, which is good, but that he is inclined to go with the one he has personal experience with, with all else being equal. Mr. Howell stated that, since the scores are so close, that he would not object to the motion. Mr. Coker stated that he would abstain from voting. Dr. Grosskopf asked if he had a conflict to report on the sheet, and Mr. Coker explained that he did not have a conflict, but because of past experience with professionalism in following committee recommendations, that he has nothing bad to say about either one of the firms, but he is familiar with CRA and has talked with them at his firm, and emphasized that he has no conflict, but would sit this one out. The motion carried with 5 votes in favor and Mr. Coker abstaining from the vote.

Mr. Wright inquired about the operation and maintenance of the community center once it is built, how it would be staffed, who would pay for the staffing, and all the expenses that will come along once it is built. He asked if we are prepared for that. Dr. Grosskopf explained that it would become part of our operational activities and, while it serves the community, there will be lots of activities and utilization that will benefit our students. Mr. Wright asked if we are

prepared with a budget and Dr. Grosskopf confirmed that we are ready to go with plans to expand workforce opportunities and it will strengthen our partnership with CareerSource and the number of residents that we anticipate coming on campus and using it is a very manageable number that could be run by Federal Work Study students, so the cost will not be astronomical. Mr. Coker asked about the potential for generating revenue, and Dr. Grosskopf stated there was some potential to earn revenue through small business incubators and leasing out spaces for small scale events. Mr. Coker asked about the planned square footage of the facility and Dean Rodgers stated that it would be around 4,800 square feet. Dr. Grosskopf explained that it is not a conference center, but it will give access to technology and configurable working and learning spaces to be located in front of the barn on the hill between the Technical Center (Bldg 13) and Maintenance.

Dean Rodgers shared, as an informational item, that the college has received a preliminary and tentative financial statement finding for the Fiscal 2022-2023. He stated that they will be collaborating with the Board Chair on the responses to the finding, and the remainder of the discussion will take place during Attorney Time.

### **DEVELOPMENT AND EXTERNAL AFFAIRS**

Director Traci McClung reviewed the Foundation's monthly scholarship report for May 2024. She gave an update on the Summer Term Scholarships that are closing out this week currently totalling just over \$96,000 in scholarships being processed. She gave an estimated breakdown of by county: Suwannee: \$34,000, Madison: \$20,000, Taylor: \$20,000, Lafayette: \$4,200, Hamilton: \$4,100, Jefferson: \$4,100, Other Counties: \$9,000. She stated that she will have firm numbers solidified in a report next month. Mr. Howell asked if that could be emailed to them before the next meeting and Traci agreed.

She also shared the attached status report for the Board to review on the Feasibility and Planning Study that is being conducted by a consultant. They have a meeting scheduled with that committee for next week on May 28, 2024, to go over their findings and recommendations. After they have reviewed it, the Foundation Board Chair is scheduled to be at the June Meeting to share those findings with the NFC Board.

She also shared the details of the upcoming Sentinel Upstage Players theater production of "The Greatest Generation" that is opening on June 6, 2024, which is the anniversary of D-Day, and runs from June 6-8<sup>th</sup> at VHP. She invited anyone in attendance who is a veteran and would like to submit a picture to share in a slideshow along with their rank and branch of military service to email them to Michelle Wheeler.

### **PRESIDENT'S HIGHLIGHTS**

Dr. Grosskopf gave an overview of the following:

#### Activities and Upcoming Events:

Working on budget planning and nearing the completion of recommendations for next month. Still waiting on the Governor's approval of the overall state budget, and therefore are working within a tentative framework at this time. Some years ago, we brought a tentative budget for approval and the Governor's actual budget differed and we had to bring back an amended budget. The President stated that we are hoping that will not be the case this time, but we are building a conservative budget that prioritizes what is important for our strategic plans and service district. As we schedule our June budget workshop, we will have a completed work product pending the Governor's final approval of the State's budget.

May 16 – Community Partnerships Schools Board Meeting in Jefferson County. President Grosskopf serves on that Board and shared that there are excited going on with CPS.

May 16 – FCS Town Hall Zoom meeting with DMS to discuss colleges moving to the State Health Insurance Plan.

- There are still more unanswered questions. We know that it is supposed to happen, but we don't know how it is going to happen and we have been tasked with a very aggressive information schedule, providing information to DMS. An important factor is that they require affirmative enrollment, no automatic rollover, so any employee who does not enroll for benefits will not have benefits, so we will make sure to do a good job informing all employees of the process.
- Mr. Washington asked if the unknown is the funding for the health insurance, knowing that employees will pay less, but if it is going to cost more for the college. Dr. Grosskopf confirmed that this is part of the discussion and the data on the full and accurate cost is unknown until they have a statewide enrollment census.
- FCS surrendered their financial ask in order ask for health insurance. The legislative "promise" was that it would get taken care of. They used numbers to estimate the cost on a limited migration study that was incorrect in many cases, and did not include all the colleges in the state. The actual cost to the institutions will depend on what actual enrollments are.
- Mr. Coody shared that our Open Enrollment Period will begin in October and we will get out enrollment numbers from DMS and submit that report to the DOE for an invoice for the additional cost. For everyone that selects family coverage, it will be substantially more expensive [for the college], even though they are charging for individual coverage, it's a much more expensive plan. It is a much richer and better plan, and includes all of the ancillary plans with the State, such as dental and vision, but those are employee paid, rather than by the employer. There could be some

savings to the college, just from not covering dental and vision, but we don't know exactly how that will work, but there was an \$80 million allocation for January through July, so he anticipates that for the next budget cycle they will figure out what that looks like if the State will assume the role of employer or if the College will be the employer and have to pay for the monthly premiums.

- Mr. Washington asked if the University system does this, and Mr. Coody said that it does not. The President explained that lobbying for the increased premium cost would be something that Board's would have to keep in mind as part of their legislative efforts, which is a different message than what we heard from the lobbyists which was that once we were in, that the legislature will automatically assume costs.
- So it may be that the trustees are tasked each year to put in the ask as part of their lobbying efforts. President Grosskopf suggested that if the State pays it, that it would come off the top of what would have been new operational funding for the institutions. Where it concerns us are the predictions of moving into some lean fiscal years in the State. He projects that operational and especially capital dollars may be much more difficult to come by.
- Mr. Wright shared a personal experience of how members of his family are able to save money on their health insurance plans through the State program. The President agreed that our employees will save money, but it will cost the college more.

Dr. Grosskopf announced that at the June meeting, the Board will be presented with the College's Vision and Mission Statements for review. With the Board's permission, the college would like to add an annual review of our vision and mission statement to the Board's Self Evaluation Tool so that we have documentation of the Board's awareness of the vision and mission of the college and the opportunity to amend it over the summer in preparation for the following year's catalog. There were no objections to this addition to the evaluation.

#### **ATTORNEY TIME**

Mr. Mark Logan stated the following:

- Audit Discussion: Counseled the Board to delay discussions regarding this and other matters that are intertwined with the audit. Staff is going to work with the Chair on the response to the audit, but there are other matters with governmental involvement and a fairly strict statement as to our discussion regarding those matters. His counsel is that, at our next meeting, there will be more freedom to discuss without involvement from any governmental entity.

**GOOD OF THE ORDER**

Chair Lyons asked Michelle Wheeler to lead a discussion on the Summer Workshop in July. She shared the results of an availability poll of the Board and staff that showed the best days being during the last week of July. The Board decided that the Summer Workshop would be held on Tuesday, July 30, 2024, at 9:00 a.m. at NFC in Live Oak, FL. Attorney Logan emphasized the importance of that meeting because the presentations and information given relate to the evaluation that will be provided to the Board to fill out and turn back in to the attorney for summary. He said that it is a great help for the Board to have the workshop information when they do their evaluations.

Chair Lyons then announced that the budget workshop will be held on Tuesday, June 18, 2024 at 5:00 p.m., immediately followed by the regular meeting in the NFC Board Room in Madison, FL. Mr. Al Williams was asked to pray before dinner and the meeting was adjourned at 6:04 p.m.

Respectfully submitted,

  
Dr. John Grosskopf  
President

  
Ricky Lyons  
Chair

/mmw