

North Florida College District Board of Trustees Summer Workshop Minutes

July 29, 2025

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MINUTES: July 29, 2025

MEETING: NORTH FLORIDA COLLEGE, SUMMER WORKSHOP
PERRY, FLORIDA

TRUSTEES PRESENT: Mr. Ricky Lyons
Mr. Billy Washington
Mr. Al Williams
Mrs. Sandra Haas

TRUSTEES ABSENT: Mr. Travis Coker
Mr. David Howell
Mr. Gary Wright

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

Mr. Mitchell Herring, Board Attorney

The summer workshop was called to order at 9:00am by Chair Lyons.

Vice President Page opened the discussion with an overview of the agenda encouraged the Board to ask questions and convey any information to our communities.

OFFICE OF COMMUNICATIONS

Director Allison Finley presented the following:

Office of Communications Department:

1. Data was shared on the inquiry, application and enrollment.
2. Metrics information was shown from our marketing campaign which included best performing video ads and social media engagement.
3. Branding and recruiting events were shared which include well received Mascot as well as a free application period open house, college campus and 30-day free application period. 10 many previews, 24 schools, 6 community events.

4. Next up in the student enrollment journey which included inquiry app refresh, focus on the enrollment phase and campus branding and trademarks.

5. Upcoming: Refresh inquiry app, focus on enrollment phase, more campus branding, new plaques exterior signs.

Mr. Lyons inquired about how we can recruit more high school students from Lafayette County.

EMPLOYEE SERVICES

Executive Director Tyler Coody presented the following:

- Presidential Search update: A list of finalists has been emailed to the Board of Trustees and has been posted on the North Florida College website. A sign-up sheet was provided for the present Board members to fill in their availability for interviews.
- Sentinel Employee Stats: 78-full-time, 10-part-time, 32- Faculty, 47- Adjuncts, 22 Student workers.
- For the 10th consecutive year, NFC has been named a Great College to Work For. A press release is upcoming.
- Recruiting the best Sentinels:
 - The college has been successful in recruiting and retaining staff by leveraging the new salary schedule, we only have 2 vacancies.
 - Advertising on social media, newspapers, indeed and NFC.edu. Focusing on internal marketing.
 - Renovated office space adjacent to the Employee Services office to hold monthly orientation sessions for new Sentinels. These sessions will cover topics such as NFC culture, employee benefits and enrollment, compliance training and campus tours.
 - New employee swag bags to create sense of belonging with NFC, reinforcing branding efforts. Bags include NFC padfolio, free NFC polo shirt, Lanyard, and calendar.
- Retention and Employee Development:
 - Reorganized our organizational structure.
 - Provides opportunities for growth for current Sentinels
 - Help to improve student experience and make processes more intuitive
 - Opens Lines of communication, for better working environment
 - Goal Setting and Employee Development
 - Used our annual evaluations to set goals that align with NFC's Strategic Plan
 - Utilize technology to catalog employee goals to use them for professional development

- Assist NFC employees in creating growth plans
- Job Descriptions
 - Improved the clarity and consistency of job descriptions
 - Annual reviews to keep duties up to date and accurate
 - Ongoing position evaluations using scorecard method
 - College pays large portion of cost for health coverage
 - State offers HMO and PPO plans, multiple dental plans and one vision coverage
 - Switched over to the State of Florida's deferred compensation plan.
 - Rates for employees are set by statutes individually \$50 family 180
 - HSA plans more affordable
 -
- Health Insurance
 - PPO and HMO plans-\$50 for single coverage and \$180 for family.
 - HDHP plan with HAS-\$15 for single coverage and \$64.30 for family coverage.
 - Dental-5 different carriers
 - Vision Insurance
 - Voluntary Life Insurance
 - Flexible Spending Account
 - Supplemental Insurance plans
 - Accident
 - Cancer
 - Disability
 - Hospitalization

Training and Development

- Support professional development for Sentinels
- Information sessions leading up to open enrollment
- Help to educate faculty and staff on insurance plans, options, and ways to save
- Director level training and development

Productivity and Efficiency

- Modernization of the workflow for Employee Services
- Review and analyze service contracts and vendors and new RFP's
- Increase accessibility for employees
- Create a new interview room and collaborative workspace

- Florida Retirement System training and education
- Education of employees and retirement benefits and create a smooth transition to retirement

Mr. Washington asked what the cost of Health Insurance per employee is per year. It's about \$22,000 for family and \$12,000 for single.

Discussion took place between staff and the Board concerning funding from the State for health insurance premiums, and if the State doesn't approve legislative funding the cost will be unsustainable to the College.

INSTITUTIONAL EFFECTIVENESS

Mrs. Dani Mays presented the following:

- Information Technology Highlights
 - New phone and internet system-Fall 2025
 - MFA integration expanded
 - Upgraded spam/phishing filter
 - Technology refresh/retention schedule
 - Wi-Fi Overhaul Project
- Information Technology 2026 Projects
 - Complete phone and internet installation
 - Technology refresh/retention schedule
 - Wi-Fi Overhaul Project
- Accreditation
 - Reaffirmed by SACSCOC BOT on June 12, 2025
 - April 2025-New accreditor research began
 - Lauren Churchwell, Coordinator of IE & Accreditation
 - June 2025-Commission of Public Higher Education (CPHE)
- Institutional Research & Effectiveness Highlights
 - 2020-2025 Strategic Plan
 - Final Reporting August 2025
 - 2026-2031 Strategic Plan
 - Fall 2025
- Student portal refresh-in progress
- In-house app maintenance and development
 - APEX-builds different applications based on department needs.
- Administrative unit and program assessment refresh

Slides were shown regarding accountability reporting showing Bachelor graduation rates, AA graduation rates, vocation programs, industry certifications and grad rates.

ACADEMIC AFFAIRS

Vice President Page presented the following:

- New Baccalaureate Degrees:
 - Bachelor of Applied Science in Organization Management
 - Fall 2025 start
 - Tuition waiver for first 20 students accepted
 - Foundation scholarship for course materials
 - Bachelor of Science in Elementary Education
 - Planning for Fall 2026 start
 - Pending FLDOE approval and then SACSCOC approval
 - Educator Academy Pilot Program with Suwannee School District (Grow your own)
- Simple Syllabus
 - New syllabus management system
 - Centralized repository; easily searchable
 - Faculty friendly
 - Student friendly
 - Reporting dashboard
- Disability Resource Center
 - New name: OASis-Office of Accessibility Services
 - New Coordinator
 - Working under the supervision of and in coordination with NFC's Learning Resources Department
- Library Artifacts
 - A brand-new project!
 - Digitization of NFC's library archives
 - Equipment borrowed from FLVC

CAREER AND WORKFORCE EDUCATION

Dean David Dunkle presented the following:

- 2024-2025 Recap
 - New Programs
 - Welding Technology
 - Welding Technology-Advanced
 - Certified Nursing Assistant
 - Partnership with Advent Christian Village

- Associate in science-Agribusiness Management

Slides were shown highlighting the top 30 high -demand careers in this industry and the median wage.

- Future Challenges
 - Lab space for new programs
 - Electrician
 - Diesel Mechanics
- Legislative Budget Request for a building for a diesel mechanics program

STUDENT AFFAIRS/STUDENT SERVICES/ACCREDITATION

Dean Lynn Wyche delivered a presentation highlighting key points from her handout, which is included in the minutes packet. Some of the topics she discussed included:

- Enrollment and Student Services
- Dual Enrollment & Early College Programs
- Academic Advising-Making New Strides
- Career and Transfer Center
- Admissions & Graduation Office
- Student Life & Engagement
- Sentinel Café
- Live Oak Location

Dean Micha Rodgers presented the following:

- Deferred Maintenance Projects
 - Improve Parking and Roadway Infrastructure
 - Improving air quality-Building 8-HVAC and lighting
 - Safety
- New Construction
 - Community Center-out for bids-deadline August
- Banking
 - Discussion on PayPal, CyberSource and Positive Pay

FOUNDATION

Director Traci McClung distributed a handout and presented the following topics:

- Fall 2024 Highlights
- Spring 2025 Highlights
- Summer 2025 Highlights
- Alumni Engagement & Career Development

- Connections Magazine Relaunch
- Theatre Promotion & Donor Engagement

Break 12:04

PRESIDENTS HIGHLIGHTS

President Grosskopf shared that this would be his final summer workshop meeting. He expressed his gratitude for the opportunity to work with NFC.

He gave a recap of the organization's focus and goals which included:

- Strategic plan-using FCS averages as goals
- Stress importance of maintaining college for the community, use our metrics for reason to stay
- Important for economic improvement for our communities

Discussion took place regarding Commissioner Anastasios Kamoutsas's visit to NFC, noting the Commissioner's interest in strengthening relationships with each college's Board of Trustees. Chair Lyons described the visit as positive and is encouraged by what the new Commissioner will accomplish.

ATTORNEY TIME

Mr. Mitchell discussed the following topics:

- Legislative funding
- Legal updates
- DOE-General Council

Chair Lyons stated that the next meeting of the North Florida College District Board of Trustees will be held on August 19, 2025, at 5:30p.m. in Madison, Florida.

The workshop was adjourned at 1:17pm.

Respectfully submitted,

Dr. John Grosskopf

President

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Ricky Lyons

Chair