

MINUTES: March 18, 2025

MEETING: NORTH FLORIDA COLLEGE  
MADISON, FLORIDA

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

STAFF PRESENT: Larry Akers  
Cassie Clay, SGA President  
Rachel Collazo, Recording Secretary  
Tyler Coody  
Allison Finley  
Aaron Franklin, Recording Technician  
Dani Mays  
Traci McClung  
Ellie Morgan  
Jennifer Page  
Micah Rodgers  
Lynn Wyche

Mr. Rob Sniffen, Board Attorney

The meeting was called to order at 5:15 pm by Chair Lyons, who invited Mr. Washington to open the meeting with prayer and lead the pledge of allegiance.

**MOTION:** (Washington/Williams) That the District Board of Trustees adopts the agenda as presented. The motion carried by general consent.

**MOTION:** (Washington/Coker) That the District Board of Trustees adopts the minutes for February 18, 2025, regular meeting with the change of adding Mr. Al Williams to the attendance. The District Board of Trustees adopts the minutes for the special meeting of March 5, 2025 as presented. The motion carried by general consent.

### **PUBLIC INPUT**

An electronic letter was shared from the Honorable Allison Tant asking for clarification on issues brought to her by constituents of the district. Vice President Jennifer Page explained and presented the response, along with the supporting documents that were prepared for the Board's approval.

There were 4 main points that Ms. Page highlighted:

1. The College acted in good faith in hiring of the referenced employee.
2. We internally discovered the falsification of records and the suspected theft of college funds.
3. We immediately reported to law enforcement.
4. We terminated this employee.

Board Members' Questions and Answers:

**1. Was a background check completed and did it show previous theft:**

A level-2 criminal background check was completed, and it did not show any arrests. The College was not made aware of any concerns from the community regarding hiring of this employee.

**2. Did the College receive references regarding this employee:**

We received two references from a previous employer.

**3. What were her qualifications for the job she was hired:**

Her qualifications fit the job description, she was hired as a Fiscal Assistant, Level I.

**4. How long did she work here before the suspected theft occurred:**

She worked here approximately 4 years prior.

Board member Washington stated he didn't hear from anyone from the public or otherwise concerning this employee and questioned why there was only concern now. He also mentioned that he spoke to Representative Tant last week and that she explained what type of response she was requesting. Mr. Washington believed that the response presented by NFC was exactly what Mrs. Tant required.

Board member Wright showed appreciation and compliments to staff for putting together this response.

President Grosskopf reminded the Board of their approved hiring policies and explained that as a Public Institution, we are required to run a level 2 background check. Employee Services completed a Level 2 background check, fingerprints and the reference employee had no arrests or criminal background. President Grosskopf also reiterated that the college didn't hear of any rumors or concerns from community members regarding this employee.

Board Attorney Mr. Sniffen stated for the record that when the draft of the response was sent to the trustees, the response was given to the entire group for informational purposes, and no decisions were made at that time.

**MOTION:** (Washington/Williams) That the District Board of Trustees approves the response letter as presented. The motion carried by general consent.

**MOTION:** (Coker/Washington) That the District Board of Trustees approves the response letter to be submitted by Attorney Robert Sniffen to Representative Allsion Tant. The motion carried by general consent.

### **ACADEMIC AFFAIRS**

Vice President Page presented the following for approval:

**MOTION:** (Coker/Williams) That the District Board of Trustees approves the 2025-2026 Academic Calendar. The motion carried by general consent.

Vice President Page introduced Mrs. Ellie Morgan as the new Associate Dean of Academic Affairs. Ellie has been an instructor here at the College as well as the Director of Learning Resources before being promoted to this position. Ms. Page expressed her appreciation of Ellie's dedication and hard work. The Board gave their congratulations to Mrs. Morgan.

### **EMPLOYEE SERVICES**

Executive Director Coody presented the following for approval:

**MOTION:** (Washington/Haas) That the District Board of Trustees approves the attached personnel recommendation as outlined in the attached memorandum. The motion carried by general consent.

Johnathan Cooks-Dual Enrollment Coordinator

The motion carried unanimously.

**MOTION:** (Haas/Washington) That the District Board of Trustees approves the attached position listing for the Presidential Search. The motion carried by general consent.

The Board discussed the hiring process, timeline goal website posting and advertisement of the position. They also discussed creating a search committee including staff, faculty, student

government, BOT members as well as a Foundation Board member. The Board decided the search committee should include the following:

1. Ricky Lyons, Chairman
2. Billy Washington, Vice Chairman
3. Mrs. Sandra Haas
4. Mr. Howell
5. Foundation Board Representative
6. Student Government President or a designee
7. Faculty Senate President or a designee
8. Non-Faculty Representative

#### **ADMINISTRATIVE AND BUSINESS SERVICES**

Dean Micah Rodgers presented the following items:

**MOTION:** (Coker/Washington) That the District Board of Trustees approves the Warrant List for February 2025. The motion carried unanimously.

The Statement of Account was presented as an informational item as was the Current Funds Unrestricted Revenue and Expenditure Report. The Florida Prime account is earning 4.53% interest.

**MOTION:** (Haas/Coker) That the District Board of Trustees approves the Florida Capital Projects Fund Grant Agreement Commerce Agreement Number BB217 with the State of Florida Department of Commerce. The motion carried unanimously.

**MOTION:** (Washington/Haas) That the District Board of Trustees approves the Florida Capital Projects Fund Grant Agreement. The motion carried unanimously.

#### **DEVELOPMENT AND EXTERNAL AFFAIRS**

Executive Director Traci McClung presented the NFC Board of Trustees Resource Foundation Report as an informational item.

She highlighted the third paragraph, which establishes a new scholarship of \$50,000 from Mr. Jesse Solomon. Mr. Solomon is a 1982 NFC Alumni and wants to give back to his hometown community through the College's Foundation. Mrs. McClung also advised that Mr. Solomon is a candidate to serve on the Foundation Board, which is exciting.

### **INSTITUTIONAL RESEARCH AND ASSESSMENT**

**MOTION:** (Coker/Williams) That the District Board of Trustees approves the agreement with Security Compliance Associates in the amount of \$7, 200.00 for IT penetration testing. The motion carried by general consent.

### **OFFICE OF COMMUNICATIONS**

Director Allison Finley presented informational items which included:

1. 2024 Year Review
2. 2025 Goals
3. Open House Survey Responses-Identifying Student Trends

Board member Coker expressed his enthusiasm regarding the 29% application increase. He stated NFC is doing a great job at reaching out and communicating to potential students.

### **PRESIDENT'S HIGHLIGHTS**

Dr. Grosskopf gave an overview of the following:

Legislative Issues

Our LBR bill has been filed by Representative Tant. The attestation form is complete, and the Bill number is 1782. The second version will be filed by Senator Simon the second week in March.

### **ATTORNEY TIME**

Mr. Sniffen also provided his advice on the application process and encouragement of a search committee. He explained that all the requirements the Board of Trustees discussed at the previous meeting have been included in the position listing. He also expressed appreciation and credited Tyler Coody for his hard work on this project.

Mr. Sniffen then gave an update of the request to the Madison Community Bank. We received some of the information from Mr. Schnitker, the attorney for the bank. However, we are still waiting on information regarding “Positive Pay”.

**GOOD OF THE ORDER**

Chair Lyons then announced that the next meeting will be held on April 15, 2025, at 5:30pm in Madison, Florida. He asked Mr. Al Williams to close with a prayer. The meeting was adjourned at 6:30p.m.

Respectfully submitted,

Dr. John Grosskopf  
President  
/mmw

Ricky Lyons  
Chair