



## January Meeting Minutes

Northwest Florida State College

Jan 17, 2023 at 3:00 PM CST

@ Raider Central, Building 400, Morell Room 302, Niceville Campus, 100 College Boulevard E, Niceville, Florida 32578

### Attendance

#### Trustees:

Charlotte Flynt, Graham Fountain, Lori Kelley (Chair), Don Litke, Tanner Peacock, Jon Ward (via phone), Rudy Wright (Vice Chair)

#### NWFSC President:

Devin Stephenson

#### Board Attorney:

Hayward Dykes

#### NWFSC Faculty/Staff:

Cole Allen, Pauline Anderson, Sandy Arteaga, Tanya Beauregard, Tony Borella, Bryan Brooks, Conner, Olivia Danner, Susan DeSmith, Heather Dietzold, Wendy McAdams Dorr, Lisa Haddorff, Melanie Jackson, Cristie Kedroski, Charlotte Kuss, Stephanie Linard, Roberta Mackey, Jeff McGill, Tanner McKnight, Aaron Murray, Chris Nida, Katherine St. Onge, Deidre Price, Sam Renfroe, Caitlin Robertson, Rogers, Ramsey Ross, Whitney Rutherford, Jeanette Shires, Dana Stephens, Grace Stewart, Chris Stowers, Randy White, Melissa Wolf

#### I. Board of Trustees

- A. Call to Order - 3:34 p.m.
- B. Approval of Agenda

#### **Motion: The Board of Trustees approved the Agenda, as presented.**

Motion moved by Rudy Wright and motion seconded by Don Litke. Vote for:  
Flynt, Fountain, Kelley, Litke, Peacock, Wright

Absent: Ward

- C. Public Comments
- D. Old Business
- E. New Business

1. Consent Agenda

**Motion: The Board of Trustees approved the Consent Agenda, as presented.**

Motion moved by Graham Fountain and motion seconded by Tanner Peacock. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Wright

Absent: Ward

- a. Regular Meeting Minutes

 [11.15.22 BOT Minutes DRAFT.docx](#)

- b. Personnel Agenda

 [Personnel Agenda Memorandum.docx](#)

 [Personnel Agenda Supporting Materials BOT.xlsx](#)

## 2. Action Items

 [Action Items Section Cover Page.pdf](#)

- a. South Walton Center Facilities Expansion Update (Presenters: Whitney Rutherford)

 [South Walton Center Facilities Expansion Update Memorandum - January 2023.docx](#)

 [Seacoast-NWFSC Updated MOU Draft 1.6.23.docx](#)

 [01.05.23 South Walton Expansion Committee Minutes DRAFT.docx](#)

**Motion: The Board of Trustees approved the minutes of the ad hoc committee meeting, as presented.**

Motion moved by Charlotte Flynt and motion seconded by Tanner Peacock. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Wright  
Absent: Ward

- b. Updating Signatory Authority on Accounts (Presenters: Tanner McKnight)

 [Updating Signatory Authority on Accounts Memorandum.docx](#)

 [Master Resolution and Authorization for Depository Accounts and Treasury Management Services.pdf](#)

**Motion: The Board of Trustees approved the replacement of Randall White with Tanner McKnight for signatory authority on behalf of the College and adopted the enclosed Master Resolution, as presented.**

Motion moved by Graham Fountain and motion seconded by Charlotte Flynt. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Wright

Absent: Ward

- c. Solicitations Progress Listing and Item(s) for Review (Presenters: Tanner McKnight)

 [Solicitations Listing Memorandum.docx](#)

 [Solicitations Listing Spreadsheet.xlsx](#)

**Motion: The Board of Trustees approved issuing Invitation to Bid – ITB #2022-2023-03 Building 420 - Asbestos Removal, as presented.**

Motion moved by Charlotte Flynt and motion seconded by Graham Fountain. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Wright

Absent: Ward

### 3. Informational/Discussion Items

- a. Health Sciences Programs Update (Presenters: Charlotte Kuss, Caitlin Robertson, Susan DeSmith, Tanya Beauregard, Grace Stewart)

- b. Physical Therapist Assistant Program Accreditation Update (Presenters: Deidre Price)

 [PTA Program Accreditation Memorandum.docx](#)

- c. Student Housing Update (Presenters: Whitney Rutherford)

 [Student Housing Update Memorandum.docx](#)

 [1 - Site Plan \(Phases 1 and 2\).pdf](#)

 [2 - Unit Floorplans.pdf](#)

 [3 - Phase 1 and 2 Floorplans.pdf](#)

 [4 - Elevations.pdf](#)

- d. Sikes Center Potential Lease (Presenters: Whitney Rutherford)

 [Sikes Center Potential Lease Memorandum.docx](#)

 [Sikes Center Proposed Leased Space.pdf](#)

 [Form District Office Lease.pdf](#)

- e. Legal Claims Listing (Presenters: Whitney Rutherford)

 [Legal Claims Listing Memorandum.docx](#)

 [Legal Claims Listing Supporting Materials January 2023.xlsx](#)

- f. Purchasing Expenditures over \$65,000 Not Requiring Board Approval (Presenters: Tanner McKnight)

 [Purchases over \\$65,000 Not Requiring Board Approval Memorandum.docx](#)

 [Purchases over \\$65,000 Not Requiring Approval - January 2023.xlsx](#)

- g. Grants Development Listing (Presenters: Cristie Kedroski)

 [Grants Development Listing Memorandum.docx](#)

 [Board Grant Listings 12.16.22 update.pdf](#)

- h. Financial Report (Presenters: Tanner McKnight)

 [Financial Report Memorandum.docx](#)

 [FY23 Dec 2022 Board Financial Report.pdf](#)

- i. Chair's Comments (Presenters: Lori Kelley)

Chair Kelley reminded the trustees of the Strategic Planning Summit on February 24 and Kayleigh McEnany on January 19.

- j. President's Report (Presenters: Devin Stephenson)

Dr. Stephenson shared highlights of recent College activities and events.

#### 4. Announcements

 [Announcements.docx](#)

- F. Adjourn - 5:01 p.m.

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Dr. G. Devin Stephenson, President  
Northwest Florida State College  
and Corporate Secretary

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Lori Kelley, Chair  
Board of Trustees  
Northwest Florida State College

Please be advised that if any person decides to appeal any decisions made by the Board of Trustees with respect to any matter considered at the above referenced meeting, a record of such proceedings will be needed, and for such purposes, it may be necessary to ensure the verbatim record of such proceedings.