



# NORTHWEST FLORIDA STATE COLLEGE

## Memo

To: Board of Trustees  
From: Rhea Goff, Search Committee Chair  
Date: July 16, 2024  
Re: Sunshine Law and Presidential Searches

---

To prepare the Search Committee for the upcoming selection decisions in the presidential search, the College provides this review of Sunshine Law exceptions during the search:

### **Public Meetings**

Committee meetings are public by default and will be publicly noticed. Most discussions are open to the public, such as timeline, process for choosing semi-finalists and finalists, decisions about interview format, qualifications, or general presidential profile. The College will take minutes. The exemption from public disclosure applies to candidate information before finalists are selected:

- Any portion of a meeting held to identify or vet applicants to be president are statutorily confidential and exempt from public disclosure, which means the public may not attend those portions of the meeting.
- The College must make a complete recording of this portion of the meeting and retain that record, which we intend to do through an audio recording. The College will notify the committee when recording is occurring and will work with the committee to ensure that only confidential information is discussed during recorded sessions.

Meetings to discuss personally identifiable information of candidates after a final group of applicants for president have been established are public. Regardless of whether a discussion is exempt from disclosure, two or more members of the committee may not discuss any matter that will foreseeably come before the committee for action outside of a properly noticed meeting.

### **Public Records**

Generally, materials submitted to the committee are public records. Like public meetings, an exception to public records applies to pre-finalist candidate information:

- Any personal identifying information of applicants is statutorily confidential and exempt from public disclosure, which means that the College (and Myers McRae) will not disclose it, except as required by law. Committee members may not share candidate information with anyone outside of the committee or designated College representatives (Myers McRae, Board Secretary, President's Office, General Counsel, and Board Attorney).
- When the final group of applicants to be considered for president has been established, two aspects of candidate personal information become public: (1) demographic information of all applicants who met the minimum qualifications, to the extent it was collected; and (2) the personal identifying information of the finalists.