



NORTHWEST FLORIDA STATE COLLEGE

Memo

To: Board of Trustees
From: Dr. Cristie Kedroski, Interim President
Date: July 16, 2024
Re: Sunshine Law and Presidential Searches

To prepare the Board of Trustees for the upcoming selection decisions in the presidential search, the College provides this overview of Sunshine Law exceptions during the search:

Public Meetings and the Presidential Search

- **Public Meetings**

- Regular meetings of the Board of Trustees will remain public. These meetings will continue to be noticed and open to the public as they are at present.
- Search Committee meetings, as a delegated function of the Board of Trustees, are also public by default. In general, the meetings will be noticed and open to the public, except for those portions of a search committee meeting which are statutorily confidential and exempt from public disclosure.
 - For example, discussions regarding qualifications, compensation, job description, profile, and search timeline are public.
 - Meetings to discuss candidates after a final group of applications for president have been established are also public. At the point finalists have been selected, any committee or Board meeting regarding selection of a president is public.

- **Non-Public Meetings**

- **Pre-Finalist Candidate Discussions:** Before a final group of applicants is selected, any portion of a meeting held for the purpose of identifying or vetting applicants to be president are statutorily confidential and exempt from public disclosure, which simply means that 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. These search committee meetings will be noticed appropriately, identifying the non-public portion of the meeting.

The covered proceeding standard still applies to all Board and committee meetings, whether public or non-public: two or more members of the Board (or search committee) may not discuss any matter that will foreseeably come before the Board (or search committee) for action outside of a properly noticed meeting.

Public Records and the Presidential Search

Generally, all materials submitted to the Board of Trustees (and Board-established committees) are public records, subject to disclosure at the meeting and through public records requests. Most of the Board's work related to the presidential search will continue to follow this standard, absent specific information about presidential candidates:

- **Pre-Finalist Candidate Identity:** 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 to search committee members. Likewise, committee members may not share candidate information with anyone not on the search committee.
- **Finalists:** At the time the Board establishes the final group of applicants to be considered for president, two aspects of candidate personal information become public:
 - The age, race, and gender of all applicants who met the minimum qualifications (all other information about the general pool of candidates remains confidential); and
 - The personal identifying information of the finalists.

This information provides an overview of the adjustment the College and the Board will make during the presidential search committee process to protect the identity of candidates, as provided in Florida Statutes. As the search committee is appointed and meets for the first time, the College will provide more detail on recording and non-public meeting procedures.