



August Meeting Minutes

Northwest Florida State College

Aug 16, 2022 at 3:00 PM CDT

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

Attendance

Trustees Present:

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

Trustees Absent:

Graham Fountain

President Present:

Devin Stephenson

Board Attorney Present:

Hayward Dykes

Guests Present:

Heidi Blalock, Russell Hughes, Alice Radowski, Jill Smith

NWFSC Faculty/Staff Present:

Cole Allen, Pauline Anderson, Anthony Borella, Bryan Brooks, Olivia Danner, Cristie Kedroski, Charlotte Kuss, Stephanie Linard, Roberta Mackey, Jeff McGill, Aaron Murray, Chris Nida, Katherine St. Onge, Deidre Price, Sam Renfroe, Ramsey Ross, Whitney Rutherford, Jeanette Shires, Dana Stephens, Chris Stowers, Conner Rogers, Randy White, Melissa Wolf-Bates

I. Board of Trustees

A. Call to Order - 3:16 p.m.

B. Approval of Agenda

Motion: Approve the Agenda, as presented.

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

C. Public Comments

D. Old Business

E. New Business

1. Consent Agenda

Motion: Approve the Consent Agenda, as presented.

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

- a. Regular Meeting Minutes
 - b. Personnel Agenda
 -  [Personnel Agenda Memorandum.docx](#)
 -  [Personnel Agenda Supporting Materials.xlsx](#)
 - c. Grants Development Listing
 -  [Grants Listing Memorandum.docx](#)
 -  [Grants Listing Supporting Materials 8.2.2022.pdf](#)
 - d. Review of Mission Statement & Publication of Accreditation Status
 -  [Review of Mission and Publication of Accreditation Memorandum.docx](#)
 -  [Publication of Accreditation Status 2022.pdf](#)
 - e. Write-off Bad Debts
 -  [Approval to Write-Off Bad Debts Memorandum.docx](#)
2. Action Items
- a. Emerald Coast Autism Center Expansion: Notice of Loan
(Presenters: Mrs. Heidi Blalock, ECAC Co-Founder, CEO, and Treasurer)
 -  [Emerald Coast Autism Center Expansion Notice of Loan Memorandum.docx](#)
 -  [Corporate Resolution.pdf](#)
 -  [Notice of Commencement.pdf](#)
 -  [Representation Agreement - No Conflicts.pdf](#)

Motion: Approve the Emerald Coast Autism Center loan information, as presented, and authorize the Board Chair and the President to execute any and all documents necessary for the College to acknowledge the loan and protect its interest in the property.

Motion moved by Rudy Wright and motion seconded by Charlotte Flynt. Vote for: Flynt, Kelley, Litke, Peacock, Ward, Wright
 - b. FY 2022-23 Budget Amendment (Presenters: Randy White)
 -  [Amended 2022-2023 Budget Memorandum.docx](#)
 -  [Amended 2022-2023 Budget Summary.pdf](#)

Motion: Approve the amended 2022-2023 budget, as presented.

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

- c. Purchases in excess of \$325,000 Requiring Board Approval (Presenters: Randy White)

 [Purchases over \\$325,000 Memorandum.docx](#)

 [Purchases over \\$325,000 Supporting Materials.xlsx](#)

Motion: Approve the listed purchases of more than \$325,000, as presented.

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

- d. Solicitations Progress Listing and Item(s) for Review (Presenters: Randy White)

 [Solicitations Listing Memorandum.docx](#)

 [Solicitations Listing August 2022 Spreadsheet.xlsx](#)

Motion: Approve issuing Invitation to Bid – ITB #2022-2023-01 Charter Bus Service, as presented.

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

- e. 2022-2023 Catalog Updates (Presenters: Deidre Price)

 [2022-2023 Catalog Updates Memorandum.docx](#)

 [2022-2023 Catalog Updates Supporting Documentation.docx](#)

Motion: Approve the updated 2022-2023 Academic Catalog, as presented.

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

- f. Dual Enrollment Articulation Agreement Amendment - Walton County School District Memorandum (Presenters: Deidre Price)

 [Dual Enrollment Articulation Agreement Amendment - Walton County School District Memorandum.docx](#)

 [Dual Enrollment Articulation Agreement Amendment - Walton County School District 2022-2023 Supporting Documentation.docx](#)

Motion: Approve the amended agreement, as presented.

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

3. Informational/Discussion Items

- a. Updated 2022-2023 Academic Calendar (Presenters: Deidre Price)

 [Updated 2022-2023 Academic Calendar Memorandum.docx](#)

 [Updated 2022-2023 Academic Calendar Supporting Documentation.pdf](#)

- b. Partnership with Walton County School District at the Chautauqua Center (Presenters: Devin Stephenson)

 [Partnership with Walton County School District at the Chautauqua Center Memorandum.docx](#)

 [NWFSC Chautauqua Center Property Boundaries.pdf](#)

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

 [On Campus Student Housing Development Memorandum.docx](#)

- d. South Walton Campus Facilities Expansion Update (Presenters: Whitney Rutherford)

 [South Walton Campus Facilities Expansion Update Memorandum.docx](#)

- e. Proposed Florida Power & Light Easement Purchase (Presenters: Randy White)

 [Proposed FP&L Easement Purchase Memorandum.docx](#)

 [Florida Power & Light Easement Request.pdf](#)

The Board members came to a consensus and provided direction to Mr. White to work with FP&L to improve their offer to the College.

- f. Board Policy: GP 1.00 Establishment and Corporate Status (Presenters: Whitney Rutherford)

 [GP 1.00 Establishment and Corporate Status Memorandum.docx](#)

 [GP 1.00 Establishment and Corporate Status Supporting Materials.docx](#)

- g. Board Policy: GP 4.00 Board of Trustee Members (Presenters: Whitney Rutherford)

 [GP 4.00 Board of Trustee Members Memorandum.docx](#)

 [GP 4.00 Board of Trustee Members Supporting Materials.docx](#)

- h. Board Policy: BS 5.00 Expenditures and BS 16.00 Purchasing Goods and Services (Presenters: Randy White)
-  [BS 5.00 Expenditures and BS 16.00 Purchasing Goods and Services Memorandum.docx](#)
 -  [BS 5.00 Expenditures Supporting Materials.docx](#)
 -  [BS 16.00 Purchasing Goods and Services Supporting Materials.docx](#)
- i. Board Policy: HR 6.00 Professional Services Review (Presenters: Whitney Rutherford)
-  [HR 6.00 Professional Services Review Memorandum.docx](#)
 -  [HR 6.00 Professional Services Review Supporting Materials.docx](#)
- j. Board Policy: HR 12.00 Employee Schedules (Presenters: Whitney Rutherford)
-  [HR 12.00 Employee Schedules Memorandum.docx](#)
 -  [HR 12.00 Employee Schedules Supporting Materials.docx](#)
- k. Legal Claims Listing (Presenters: Whitney Rutherford)
-  [Legal Claims Listing Memorandum.docx](#)
 -  [Legal Claims Listing Supporting Materials .xlsx](#)
- l. Purchasing Expenditures over \$65,000 Not Requiring Board Approval (Presenters: Randy White)
-  [Purchases over \\$65,000 Memorandum.docx](#)
 -  [Purchases over \\$65,000 Not Requiring Approval Supporting Materials .xlsx](#)
- m. College Year-end Financial Summary (Presenters: Randy White)
-  [Action Item - Recommendation Memo - Financial Report for FY2021-2022.docx](#)
 -  [FY22 June Financial Report Updated - Final.pdf](#)
- n. Financial Report (Presenters: Randy White)
-  [Action Item - Recommendation Memo - Financial Report for July 2022.docx](#)
 -  [FY23 July 2022 Board Financial Report.pdf](#)
- o. Trustee Liaison Report - Foundation (Presenters: Donald Litke)
-  [Trustee Liasion Report.docx](#)

 [Foundation Financials.pdf](#)

Additional Updates: Fund Balance is up over \$4 million since end of fiscal year, 100% participation from trustees in FY 22, reminder to trustees of invitation to Foundation Board Installation & Recognition Reception, and invitation to trustees to attend Scholars & Donors Luncheon on Friday, November 4, 2022.

p. Board Self-Assessment Review (Presenters: Lori Kelley)

Chair Kelley reviewed the results of the Trustee Self-Assessment

q. Chair's Comments (Presenters: Lori Kelley)

No additional comments

r. President's Report (Presenters: Devin Stephenson)

Dr. Stephenson reported on recent College events and activities.

4. Around the Room

Dr. Stephenson saluted Bryan Brooks and Strategic Communications Team for new marketing and promotional campaign.

Dr. Ward thanked NWFSC Twitter admin for the National Joke Day post.

Maj. Gen. Litke welcomed new trustees.

Maj. Gen. Wright also welcomed new trustees.

Ms. Flynt mentioned she received an anonymous letter and believes the writer's concerns were addressed at Convocation. Also, she believes that anonymous communication is not appropriate and should stay with the chain of command structure of the College.

Mr. Peacock expressed his pleasure to meet everyone and it is an honor to serve as a trustee.

5. Announcements

Chair Kelley reviewed upcoming events at the College.

6. Adjourn - 5:24 p.m.

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

Lori Kelley, Chair
Board of Trustees
Northwest Florida State College

Please note: 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.

DRAFT