



## February Meeting Minutes

Northwest Florida State College

Feb 21, 2023 at 3:00 PM CST

@ Aviation Center of Excellence, 3152 Airport Road, Crestview, FL 32539

### Attendance

#### Trustees:

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

#### NWFSC President:

Devin Stephenson

#### Board Attorney:

Hayward Dykes

#### NWFSC Faculty/Staff:

Chris Abadia, Cole Allen, Pauline Anderson, Sandy Arteaga, Tony Borella, Bryan Brooks, Kevin Brown, Olivia Danner, Doris Fowler, Lisa Haddorff, Cristie Kedroski, Charlotte Kuss, Roberta Mackey, Jeff McGill, Tanner McKnight, Aaron Murray, Chris Nida, Deidre Price, Sam Renfroe, Ramsey Ross, Whitney Rutherford, Dana Stephens, Chris Stowers, Melissa Wolf, Mike Ostrander

#### II. Board of Trustees

[Board of Trustees Agenda Cover Page.pdf](#)

A. Call to Order - 3:17 p.m.

B. Approval of Agenda

**Motion: The Governing Board approves the Agenda, as presented.**

Motion moved by Graham Fountain and motion seconded by Charlotte Flynt.

Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

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 Charlitte Flynt and motion seconded by Rudy Wright. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

a. Regular Meeting Minutes

[01.17.23 BOT Minutes DRAFT.docx](#)

## b. Personnel Agenda

 [Personnel Agenda Memorandum.docx](#)

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

## 2. Action Items

## a. Upcoming Strategic Plan: Mission, Vision, and Guiding Principles (Presenters: Devin Stephenson)

 [Mission, Vision, and Guiding Principles Memorandum.docx](#)

 [Mission, Vision, and Guiding Principles.pdf](#)

**Motion: The Board of Trustees approves Northwest Florida State College's Mission, Vision, and Guiding Principles, as presented.**

Motion moved by Jon Ward and motion seconded by Don Litke.

Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

## b. Deletion of Courses Not Taught in Five Years (Presenters: Deidre Price)

 [Deletion of Courses Not Taught in Five Years Memorandum.docx](#)

 [Deletion of Courses Not Taught in Five Years Supporting Materials.docx](#)

**Motion: The Board of Trustees approves deletion of courses not taught in five years, as presented.**

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

## c. Sikes Center Lease (Presenters: Whitney Rutherford)

 [Sikes Center Lease Memorandum.docx](#)

 [District Office Lease.pdf](#)

**Motion: The Board of Trustees approves the enclosed lease to house Congressman Gaetz's District Office at the Sikes Center, as presented. Further, the Board of Trustees authorizes the President to sign the lease, direct College employees to complete any necessary work to lease the space, and take any other actions necessary to effectuate the terms stated in the lease.**

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

## d. Board Policy Manual Preface (Presenters: Whitney Rutherford)

 [Board Policy Manual Preface Memorandum.docx](#)

 [Board Policy Manual Preface Supporting Materials.docx](#)

**Motion: The Board of Trustees approves the revised preface to the Board Policy Manual, as presented.**

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

- e. Purchases over \$325,000 (Presenters: Tanner McKnight)

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

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

**Motion: The Board of Trustees approves the listed purchases of more than \$325,000, as presented.**

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

- f. NWFSC Foundation - AFC/April Leake Endowment (Presenters: Chris Stowers)

 [NWFSC Foundation AFC/April Leake Endowment](#)

[Memorandum.docx](#)

 [NWFSC Foundation - AFC/April Leake Endowment Supporting Materials.pdf](#)

**Motion: The Board of Trustees approves the AFC/April Leake Scholarship Endowment, as presented.**

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

### 3. Informational/Discussion Items

- a. Aviation Center of Excellence Presentation (Presenters: Dr. Jeff McGill, Director Chris Abadia)
- b. Forthcoming Recommendation of A.S. Degree Program Closures in Fine and Performing Arts (Presenters: Deidre Price)

 [Forthcoming Recommendation of A.S. Degree Program Closures in Fine and Performing Arts Memorandum.docx](#)

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

 [South Walton Center Facilities Expansion Update](#)

[Memorandum - February 2023.docx](#)

 [South Walton Expansion Timeline.docx](#)

 [Seacoast-NWFSC Existing Bldg. Lease 2021-2023.pdf](#)

- d. Student Housing Update (Presenters: Whitney Rutherford)  
 [Student Housing Update Memorandum.docx](#)
- e. Chautauqua Center Partnership Opportunity (Presenters: Kevin Brown)  
 [Chautauqua Center Partnership Opportunity Memorandum.docx](#)
- f. Legal Claims Listing (Presenters: Whitney Rutherford)  
 [Legal Claims Listing Memorandum.docx](#)  
 [Legal Claims Listing Supporting Materials.xlsx](#)
- g. Grants Development Listing (Presenters: Cristie Kedroski)  
 [Grants Development Listing Memorandum.docx](#)  
 [Grants Development Listing Supporting Materials.pdf](#)
- h. Solicitations Progress Listing and Item(s) for Review (Presenters: Tanner McKnight)  
 [Solicitations Progress Listing and Item\(s\) for Review Memorandum.docx](#)  
 [Solicitations Progress Listing and Item\(s\) for Review Supporting Materials.xlsx](#)
- i. Financial Report (Presenters: Tanner McKnight)  
 [Financial Report Memorandum.docx](#)  
 [Financial Report Memorandum Supporting Materials.pdf](#)
- j. 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 Board Approval Supporting Materials.xlsx](#)
- k. Trustee Liaison Report - Foundation (Presenters: Don Litke)  
 [Trustee Liaison Report Memorandum.docx](#)  
 [Trustee Liaison Report Supporting Materials.pdf](#)
- l. Board Self-Assessment Review (Presenters: Lori Kelley)  
Chair Kelley shared the results of the bi-annual Board Self-Assessment.
- m. Chair's Comments (Presenters: Lori Kelley)  
Chair Kelley addressed no longer having "around the room" during meetings.
- n. President's Report (Presenters: Devin Stephenson)

Dr. Stephenson shared highlights of recent College activities and events. He also shared that Sam Refroe will be leaving NWFSC and wished him well.

III. Announcements

 [Announcements.docx](#)

IV. Adjourn - 5:32 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.