



October Meeting Minutes

Northwest Florida State College

Oct 18, 2022 at 3:00 PM CDT

@ Chautauqua Center, 908 U.S. Highway 90 West, DeFuniak Springs, FL 32433

Attendance

Trustees Present:

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

President Present:

Devin Stephenson

Board Attorney Present:

Hayward Dykes

NWFSC Faculty/Staff Present:

Cole Allen, Pauline Anderson, Sandy Arteaga, Anthony Borella, Bryan Brooks, Kevin Brown, Carly Brunjes, Cristie Kedroski, Roberta Mackey, Jeff McGill, Aaron Murray, Chris Nida, Deidre Price, Sam Renfroe, Ramsey Ross, Whitney Rutherford, Dana Stephens, Charlie Stevenson, Chris Stowers, Randy White, Melissa Wolf

I. Board of Trustees

- A. Call to Order - 3:11 p.m.
- B. Approval of Agenda

Motion:

The Board of Trustees 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 approves the Consent Agenda, as presented.

Motion moved by Don Litke and motion seconded by Graham Fountain.

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

- a. Regular Meeting Minutes
 [09.23.22 BOT Minutes.docx](#)
- b. Personnel Agenda
 [Personnel Agenda Memorandum.docx](#)

 [Personnel Agenda Supporting Materials.xlsx](#)

2. Action Items

- a. Strategic Plan & Measures of Excellence for Year Three

 [ENGAGE NWFSC: Measures of Excellence for Year Three Memorandum.docx](#)

 [ENGAGE NWFSC: Measures of Excellence for Year Three - Proposed Measures.docx](#)

Motion:

The Board of Trustees approves the ENGAGE NWFSC Strategic Plan Measures of Excellence and Annual Targets for Year Three, as presented with the single amendment that Goal 3 Measure 3 will now read "expand community's perceptions and awareness."

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

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

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

 [Solicitations Listing October 2022 Memorandum .docx](#)

 [Solicitations Listing October 2022 Supporting Materials .xlsx](#)

Motion:

The Board of Trustees approves award to Annett Bus Lines under ITB #2021-2022-04 Charter Bus Service Provider.

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

- c. Final Review: 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](#)

Motion:

The Board of Trustees approves the amendments to BS 5.00 and BS 16.00, as presented.

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

- d. Final Approval: 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](#)

Motion:

The Board of Trustees approves the amendments to GP 1.00, as presented.

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

- e. Final Approval: GP 4.00 Board of Trustees (Presenters: Whitney Rutherford)

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

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

Motion:

The Board of Trustees approves the amendments to GP 4.00, as presented.

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

- f. Final Approval: 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](#)

Motion:

The Board of Trustees approves the amendments to HR 6.00, as presented.

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

- g. Final Approval: HR 12.00 Employee Schedules (Presenters: Whitney Rutherford)

 [HR 12.00 Employee Schedules Memorandum.docx](#)

 [HR 12.00 Employee Schedules Supporting Materials.docx](#)

Motion:

The Board of Trustees approves the amendments to HR 12.00, as presented.

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

3. Informational/Discussion Items

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

 [Student Housing Update October 2022 Memorandum.docx](#)

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

 [NWFSC-Seaside Foundation Lease and MOU 9.27.2021.pdf](#)

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

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

 [Legal Claims Listing Memorandum.docx](#)

 [Legal Claims Listing Supporting Materials October 2022.pdf](#)

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

 [Grants Development Listing Memorandum.docx](#)

 [Grant Development Listing Supplemental Documents.pdf](#)

- e. Financial Report (Presenters: Randy White)

 [Financial Report Memorandum.docx](#)

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

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

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

 [Purchases over \\$65,000 Not Requiring Board Approval Supporting Materials.pdf](#)

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

Chair Kelley reminded members to get Raiders tickets and passes.

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

Dr. Stephenson reported on the recent College activities and events.

4. Announcements

 [Announcements.docx](#)

F. Adjourn - 4:50 p.m.

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

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.