



November Meeting Minutes

Northwest Florida State College

Nov 28, 2023 at 3:00 PM CST

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

Attendance

Trustees:

Cory Fosdyck, Rhea Goff, Megan Harrison, Lori Kelley (Chair), Don Litke, Tanner Peacock, Jon Ward, Rudy Wright (Vice Chair)

Board Attorney:

Hayward Dykes

NWFSC President:

Devin Stephenson

NWFSC Faculty/Staff:

Cole Allen, Sandy Arteaga, Tony Borella, Bryan Brooks, Kevin Brown, Olivia Danner, Heather Dietzold, Doris Fowler, Chris Gabers, Lisa Haddorff, Steven Hough, Cristie Kedroski, Charlotte Kuss, Roberta Mackey, Jeff McGill, Tanner McKnight, Chris Nida, Deidre Price, Ramsey Ross, Whitney Rutherford, Chris Stowers, Melissa Wolf

I. Board of Trustees

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

A. Call to Order - 3:10 p.m.

B. Approval of Agenda

Motion: The Board of Trustees approves the Agenda, as presented.

Motion moved by Jon Ward and motion seconded by Don Litke. Vote For: Fosdyck, Goff, Harrison, 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 Tanner Peacock and motion seconded by Megan Harrison. Vote For: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Ward, Wright

a. Regular Meeting Minutes

[2023 10.17 BOT Minutes DRAFT.docx](#)

b. Personnel Agenda

 [Personnel Agenda Memorandum.undefined](#)

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

c. Asset Retirement

 [Asset Retirement Listing Memorandum.docx](#)

 [Asset Retirement Supporting Materials.pdf](#)

2. Action Items

a. Former Trustee Charlotte Flynt Resolution (Presenters: Lori Kelley)

 [Former Trustee Charlotte Flynt Resolution Memorandum.docx](#)

 [Former Trustee Charlotte Flynt Resolution.docx](#)

Motion: The Board of Trustees approves the resolution commending Former Trustee Charlotte Flynt for her service on the Board, as presented.

Motion moved by Rudy Wright and motion seconded by Cory Fosdyck. Vote For: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Ward, Wright


b. Professional Pilot Technology Course Fee Adjustment (Presenters: Deidre Price)

 [Professional Pilot Course Fee Adjustment Memorandum.docx](#)

Motion: The Board of Trustees approves the Professional Pilot Technology fee changes effective for Spring 2024 semester, as presented.

Motion moved by Don Litke and motion seconded by Rhea Goff. Vote For: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Ward, Wright

c. 24-25 NWFSC CHS Contracts with Okaloosa and Walton County School Districts (Presenters: Deidre Price)

 [2024-2025 NWFSC Contracts with Okaloosa and Walton School Districts Memorandum .docx](#)

 [NWFSC Okaloosa Contract 24-25.docx](#)

 [NWFSC Walton Contract 24-25.docx](#)

Motion: The Board of Trustees approves the 2024-2025 Northwest Florida State College Collegiate High School Program Contracts with the Okaloosa and Walton County School Districts, as presented.

Motion moved by Rudy Wright and motion seconded by Rhea Goff. Vote For: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Ward, Wright

- d. NWFSC Foundation - Audited Financial Statements (Presenters: Chris Stowers)

 [Foundation FY23 Audit and Form 990 Memorandum.docx](#)

 [Foundation FY23 Audited Financial Statements - Draft.pdf](#)

 [Foundation FY23 IRS Form 990 - Draft.pdf](#)

Motion: The Board of Trustees approves the FY 2023 Audited Financial Statements and IRS Form 990, as presented.

Motion moved by Jon Ward and motion seconded by Tanner Peacock. Vote For: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Ward, Wright

- e. NWFSC Foundation - Stergios Katsaros Memorial Scholarship Endowment (Presenters: Chris Stowers)

 [New Foundation Endowment Memorandum.docx](#)

 [Stergios Katsaros Memorial Scholarship Endowment.pdf](#)

Motion: The Board of Trustees approves the creation of the Stergios Katsaros Memorial Scholarship Endowment, as presented.

Motion moved by Rhea Goff and motion seconded by Cory Fosdyck. Vote For: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Ward, Wright

- f. Final Review: HR 1.00 Employment Revisions (Presenters: Whitney Rutherford)


 [HR 1.00 Employment Provisions Memorandum.docx](#)

 [HR 1.00 Employment Provisions Supporting Materials.docx](#)

Motion: The Board of Trustees approves the revisions to HR 1.00, as presented.

Motion moved by Jon Ward and motion seconded by Don Litke. Vote For: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Ward, Wright

- g. Final Review: FG 6.00 Delegation of Approval for Construction (Presenters: Tanner McKnight)

 [FG 6.00 Delegation of Approval for Construction Memorandum.docx](#)

 [FG 6.00 Delegation of Approval for Construction Supporting Materials.docx](#)

Motion: The Board of Trustees approves the revisions to FG 6.00, as presented.

Motion moved by Rhea Goff and motion seconded by Jon Ward.
Vote For: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Ward, Wright

- h. Purchases Over \$325,000 (Presenters: Tanner McKnight)

 [Purchases over \\$325,00 November 2023 Memorandum.docx](#)

 [Purchases over \\$325,000 November 2023 Spreadsheet.xlsx](#)

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

Motion moved by Cory Fosdyck and motion seconded by Megan Harrison. Vote For: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Ward, Wright

3. Informational/Discussion Items

- a. Gramm-Leach-Bliley Act Cybersecurity Briefing (Presenters: Cole Allen)

- b. Update on EBS License Sale (Presenters: Whitney Rutherford)

 [Update on EBS License Sale Memo.docx](#)

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

 [Legal Claims Listing Memorandum.docx](#)

 [Legal Claims Listing Supporting Materials November 2023.pdf](#)

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

 [Grants Development Listing Memorandum.docx](#)

 [Grants Development Listing.pdf](#)

- e. Solicitations Progress Listing and Item(s) for Review (Presenters: Tanner McKnight)

 [Solicitations Listing Memorandum.docx](#)

 [Solicitations Listing Spreadsheet.xlsx](#)

- f. Project Updates Over \$250,000 (Presenters: Tanner McKnight)

 [Project Updates Over \\$250,000 Memorandum.docx](#)

- g. 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 November 2023.xlsx](#)

- h. Financial Report (Presenters: Tanner McKnight)

 [Financial Report Memorandum - November 2023.docx](#)

 [FY24 Oct 2023 Board Financial Report.pdf](#)

- i. Trustee Liaison Report (Presenters: Don Litke)
 -  [Trustee Liaison Report Memorandum.docx](#)
 -  [Trustee Liaison Report Support Materials.pdf](#)
 - j. Chair's Comments (Presenters: Lori Kelley)

Chair Kelley reminded the members of the upcoming events between now and the January Board member.
 - k. President's Report (Presenters: Devin Stephenson)
4. Announcements
-  [Announcements.docx](#)
- F. Adjourn – 4:01 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.