

NORTHWEST FLORIDA STATE COLLEGE

Focused Report

Response to Findings of the Off-site Review Committee

Comprehensive Standard 3.2.13

3.2.13 Any institution-related foundation not controlled by the institution has a contractual or other formal agreement that (1) accurately describes the relationship between the institution and the foundation and (2) describes any liability associated with that relationship. In all cases, the institution ensures that the relationship is consistent with its mission. **(Institution-related foundations)**

Non-Compliance

The institution's response indicates that "All institution-related foundations are controlled by the institution. This section is not applicable to Northwest Florida State College."

The college's website indicates that "The Northwest Florida State College Foundation within the college's Division of College Advancement serves several purposes. Specifically, the foundation shall provide charitable and educational aid in the form of money and other property and services to and/or for the benefit of Northwest Florida State College."

However, it then goes on to list many external foundation officers and directors. It is a legally separate entity; therefore, the institution needs to document its assertion that this Foundation is controlled by the institution and demonstrate why this section is applicable to the institution.

Northwest Florida State College Response

As stated in the March 2010 compliance report, the Northwest Florida State College (NWFSC) Foundation, originally established as the Okaloosa-Walton Community College Foundation, is the only institution-related foundation. The Foundation is a not-for-profit 501(c)(3) entity incorporated under the provisions of Chapter 617 of Florida Statutes and approved by the Florida Department of State ([11]). and approved by the college Board of Trustees ([2]). The NWFSC Foundation is a direct support organization authorized through Florida Statute §1001.64 ([3]) and NWFSC Board of Trustees Policies 6Hx17-2.13(39) ([4]) and 6Hx17-4.144 ([5]). In addition, the Foundation is certified annually by the NWFSC Board of Trustees, in an action that confirms the Foundation's compliance with applicable statutes and policy. ([6])

In the state of Florida, a college-related foundation that carries the name of the institution must also adhere to the provisions of Florida Statute 1004.70. These statutory provisions provide additional assurance that the relationship between the institution and the foundation is consistent with the college's mission and that the college president and governing board are integral to the operations of the foundation.

NWFSC Foundation Mission Statement Consistent with College Mission and Goals

The mission of the NWFSC Foundation is consistent with the college mission and confirms the organization's ties to the NWFSC Office of College Advancement. As stated below, the sections of the Foundation mission statement presented in blue correspond directly to Florida Statute, the sections in red directly reflect the NWFSC mission and goals ([\[7\]](#)), and the sections in green demonstrate the relationship to college operations.

The Northwest Florida State College Foundation within the college's Division of College Advancement serves several purposes.

Specifically, the foundation shall provide charitable and educational aid in the form of money and other property and services to and/or for the benefit of Northwest Florida State College.

Through solicitation and expenditure of funds, the foundation shall promote educational opportunities, enhance instruction, and perform other related activities at NWFSC to encourage and support research in learning. On a non-discriminatory basis, the foundation shall receive and hold by gift, bequest, grant or purchase any real or personal property, and invest, use and dispose of the same in providing students attending NWFSC with funds to pursue their collegiate training; provide supplemental resources in support of student services, instruction and faculty and staff development.

The Division of College Advancement shall direct the college's advancement programs through publicity, publications, advertising, graphic services, media relations and scheduling activities and events in support of the college mission.

College Participation in and Oversight of Foundation Operations

A Board of Directors, which includes up to 23 members drawn from among the college's two-county service district, oversees the activities of the NWFSC Foundation ([\[8\]](#)). Directors are nominated and approved by the Foundation Board, but must also be

approved by the NWFSC Board of Trustees ([9]). Per the Articles of Incorporation, the NWFSC President and the Vice Chairman of the NWFSC Board of Trustees serve as voting members of the Foundation Board; per the Foundation Bylaws ([10]), they also serve as voting members of the Foundation Executive Committee. The Executive Director of the Foundation and the NWFSC Chief Business Officer also serve as non-voting, *ex officio* members of the Executive Committee. Meetings of the Foundation Board and of the Executive Committee must be open to the public and are announced on the college website ([11]) and through public notice in local newspapers ([12]).

Through its association with the Office of College Advancement, the NWFSC Foundation is considered a major operating unit of the college, with its offices located in the Administration Building on the Niceville Campus. All Foundation staff members are employees of the college assigned to work with the Foundation. Specifically, the Executive Director and the Assistant Director of the NWFSC Foundation are both employed by the college and evaluated by the college president, further ensuring a direct relationship between the college and the Foundation ([13], [14], [15]). The NWFSC “Raider Club,” which supports college athletic activities, is a component of the NWFSC Foundation and operates under Foundation policies and procedures.

The NWFSC Board of Trustees closely monitors the financial wellbeing and major activities of the Foundation. A Foundation report, including a financial update, is regularly presented to the NWFSC Trustees by their Vice Chairman ([16]). In addition, newly created Foundation Scholarships, facilities naming commitments, and Distinguished Chairs are submitted to the Trustees for approval ([17]). Finally, the annual Foundation audit, which is prepared by an outside, independent accounting firm, is presented to the college Trustees for acceptance at a regularly scheduled board meeting ([18], [19]). Having received no audit findings in its more than twenty years of existence, the NWFSC Foundation enjoys a stellar financial record.

Documentation

Due to the volume of support documentation and upon the advice of the SACS Staff Representative, hardcopies of all supporting documentation will be provided on site. Electronic copies are available on the enclosed flash drive and on-line at www.nwfsc.edu/sacs/

1] Foundation Articles of Incorporation	http://www.nwfsc.edu/SACS/Focus Documents/1-ArticlesofIncorporation805.pdf
2] Board of Trustees Meeting Minutes 01-19-1988	http://www.nwfsc.edu/sacs/Focus Documents/3-FoundationFormationDocuments.pdf
3] Florida Statute § 1001.64	http://www.flsenate.gov/statutes/index.cfm?App_

	Mode=Display_Statute&Search_String=&URL=C h1001/Sec64.htm&StatuteYear=2005
4] Board of Trustees Policy 6Hx17-2.13	http://www.nwfsc.edu/sacs/Focus Documents/4-BOTPolicy6Hx17-2-13.pdf
5] Board of Trustees Policy 6Hx17-4.144	http://www.nwfsc.edu/sacs/Focus Documents/5-BOTPolicy6hx17-4-144.pdf
6] Board of Trustee Meeting Minutes, 03-18-2008, 03-17-2009, 03-16-2010	http://www.nwfsc.edu/sacs/Focus Documents/6-BOTMinutes-3-18-2008-3-17-2009-3-16-2010.pdf
7] Mission and Goals Statement	http://www.nwfsc.edu/SACS/Focus Documents/7-BOTPolicy6hX17-1-2.pdf
8] Foundation Website as of 09-09-2010, Board of Directors	http://www.nwfsc.edu/SACS/Focus Documents/8-FoundationDirectors.pdf
9] Board of Trustees Meeting Minutes, 11-18-2008, 01-19-2010	http://www.nwfsc.edu/sacs/Focus Documents/9-BOTMinutes11-18-2008-1-19-2010.pdf
10] Foundation Bylaws	http://www.nwfsc.edu/SACS/Focus Documents/10-ByLaws 909.pdf
11] Foundation Website as of 09-09-2010, Meeting Dates	http://www.nwfsc.edu/SACS/Focus Documents/11-FoundationEvents.pdf
12] Newspaper Notices	http://www.nwfsc.edu/SACS/Focus Documents/12-FoundationNewspaperAnnouncements.pdf
13] NWFSC Organizational Charts, 2009, 2010	http://www.nwfsc.edu/SACS/Focus Documents/13-organizationalcharts200910.pdf
14] Job Description - Foundation Director	http://www.nwfsc.edu/SACS/Focus Documents/14-ExecutiveDirectorForCollegeAdvancement-new.pdf
15] Job Description – Foundation Associate Director	http://www.nwfsc.edu/SACS/Focus Documents/15-AssociateDirectorForResourceDevelopmentAnd CollegeFoundation.pdf
16] Board of Trustees Meeting Minutes, 11-18-2008, 09-15-2009, 03-16-2010	http://www.nwfsc.edu/SACS/Focus Documents/16-BOTMinutes-11-18-2008-9-15-2009-3-16-2010.pdf
17] Board of Trustees Meeting Minutes, 01-15-2008, 07-10-2008	http://www.nwfsc.edu/SACS/Focus Documents/17-BOTMinutes1-2008-7-2008.pdf
18] Foundation Financial Audit, 2008-2009	http://www.nwfsc.edu/SACS/Focus Documents/18-Foundation08-09Audit.pdf
19] Board of Trustees Meeting	http://www.nwfsc.edu/sacs/Focus

[Minutes, 01-15-2008, 01-20-2009](#)

Documents/19-BOTMinutes1-2008-1-2009.pdf