

Minutes

Board of Trustees Meeting

Niceville Campus

Building 400, Morell Room 302

November 17, 2020, 3:12 p.m.

Brian S. Pennington, Chairman

Lori Kelley, Vice Chairman

Shane Abbott

Craig Barker

Charlotte Flynt

Reynolds Henderson

Don Litke

Rudy Wright

Hayward Dykes, Board Attorney

Dr. Devin Stephenson, President

Others present: Anthony Boyer, Dean of College Pathways/Principal, Collegiate High School; Jeanette Shires, Director, Mattie Kelly Arts Center; Deidre Price, Interim VP of Academic Affairs; Roberta Mackey, Executive Director of Human Resources; Pauline Anderson, AVP of Research and Assessment; Charlotte Kuss, Dean of Health Sciences, Wellness & Public Safety; Sam Renfroe, Executive Director of Grant Development; Nate Slaton, VP of Student Success; Randy White, VP of Business Operations and Finance; Cristie Kedroski, Senior Vice President; Julie Schrodtt, Executive Director of Strategic Communications; Michael Erny, Dean of Advanced Technology, Business & Engineering; Mariam Dittmann, Executive Director of Institutional Effectiveness; Melissa Wolf-Bates, Executive Assistant to the President; Ramsey Ross, Athletic Director; Kristen "KC" Williams, Instructional Design & Technologies; Aaron Murray, Executive Director of Campus Safety/Chief of Police; Stephanie Linard, Executive Director of Academic Records & Enrollment; Cole Allen, Chief Information Officer; Anthony Borella, Sound Engineer; Christopher Nida, Coordinator-Technical Services Arts Center; Jessica Speas, Technology Service Delivery Manager; Gillian Gordon, Grants Management Coordinator; Doug Martin, Head Baseball Coach; Shiri Brandenburg, Foundation Accountant & Operations Manager; Edward Rosentel, Executive Director of Finance & Accounting; Dan Fife, Energy Conservation Consultant at Cenergistic

Call to Order

Brian S. Pennington, Chairman

Approval of Agenda

The Board of Trustees unanimously approved the Agenda with the following amendment: under Action Items, switch Items 3 and 4 as the Audited Financials/IRS Form 990 must be approved prior to the approval of the Direct Support Organization (DSO) Certification. (Motion: Abbott; Second: Kelley; Voted For: Pennington, Wright, Abbott, Barker, Flynt, Henderson, Kelley, Litke).

Approval of Minutes

The Board of Trustees unanimously approved the Regular Meeting Minutes of October 20, 2020 (by prior electronic consent).

CONSENT AGENDA

The Board of Trustees unanimously approved the following items on the consent agenda (Motion: Flynt; Second: Barker; Voted For: Pennington, Wright, Abbott, Barker, Flynt, Henderson, Kelley, Litke):

- Personnel Agenda
- Grants Development Listing

ACTION AGENDA

CHS Program Contracts with Okaloosa and Walton County School Districts

The Board of Trustees unanimously approved the CHS Program Contracts with Okaloosa and Walton County School Districts following, as presented. (Motion: Litke; Second Henderson; Voted For: Pennington, Wright, Abbott, Barker, Flynt, Henderson, Kelley, Litke).

RFQ 2020-2021-01 Construction Management Services Remodeling Building 420 Allied Heath/Nursing

The Board of Trustees unanimously approved the award of RFQ2020-2021-01 to Ajax Building Company, LLC, as presented. (Motion: Flynt; Second: Wright; Voted For: Pennington, Wright, Abbott, Barker, Flynt, Henderson, Kelley, Litke).

FY2020 NWFSC Foundation Audited Financial Statements/ IRS Form 990

The Board of Trustees unanimously approved the FY2020 NWFSC Foundation Audited Financial Statements/IRS Form 990, as presented. (Motion: Barker; Second Kelley; Voted For: Pennington, Wright, Abbott, Barker, Flynt, Henderson, Kelley, Litke).

Direct Support Organization

The Board of Trustees unanimously approved the Direct Support Organization Certification, as presented. (Motion: Flynt; Second Wright; Voted For: Pennington, Wright, Abbott, Barker, Flynt, Henderson, Kelley, Litke).

New Foundation Endowments

The Board of Trustees unanimously approved the following New Foundation Endowments, as presented. (Motion: Kelley; Second Abbott; Voted For: Pennington, Wright, Abbott, Barker, Flynt, Henderson, Kelley, Litke):

- Eileen H. Arpke Faculty Excellence Award
- William "Bill" Everett and Jacquie Raud-Everett Scholarship

INFORMATIONAL/DISCUSSION ITEMS

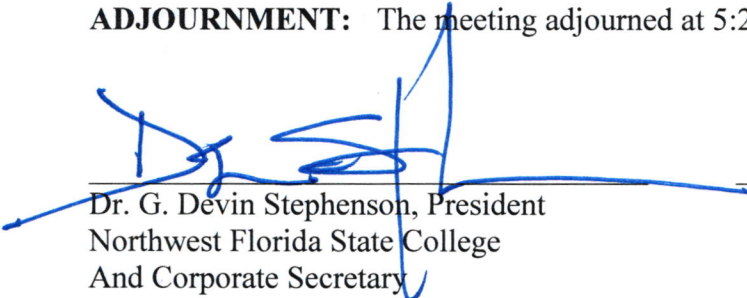
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| Operation Management Discussion | Mr. White presented the outcome of the FY 2019 Operational Audit and actions being taken by the College to correct the findings. There was discussion and the Board requested a monthly follow-up until all items were corrected. |
| College Spotlight: Data Enrollment | The Board members reviewed a presentation by the Leadership team on national and institutional enrollment trends and the impact of those trends on the institution, as presented. |
| 2020 Developmental Education Accountability Report | The Board members reviewed the 2020 Developmental Education Accountability Report, as presented. |
| Forthcoming Board Policies | The Board members reviewed revisions proposed to Board Policy HR 7.00: Retiree Definitions and Benefits and HR 12.00: Employee Schedules, as presented. |
| Purchases over \$65,000 Not Requiring Board Approval | The Board members reviewed the Purchases over \$65,000 Not Requiring Board Approval from October 1 through October 30, as presented. |
| College Monthly Financial Reports | The Board members reviewed the College's monthly Statement of Revenues and Expenses, and the Summary Data for October 2020, as presented. |
| Trustee Liaison Updates | Trustee Litke provided a report on Foundation activities highlighting total fund balance valued at \$54,219,481. Total assets are \$54,239,481 and Total Liabilities are \$20,000, Total Revenues were \$3,275,176 and Total Expenses were \$1,619,539. Combined total holdings of the Merrill Lynch EMA and Vanguard Wellington accounts were \$49,281,498. The faculty/staff campaign has raised just over \$37,000 in gifts and pledges with 32% participation. The Foundation Board is seeking nominations for three-year terms beginning July 1, 2021. The Foundation conducted an appraisal of the College Apartments in January 2020, which valued the apartments at \$5 million. A Reserve Study indicated that major repairs are estimated to cost more than \$430,000 in the next five years. The Foundation has created an Ad Hoc committee to consider a potential divestiture of the apartments. |
| President's Report | President Stephenson delivered the following report: <ul style="list-style-type: none"> ○ Dr. Stephenson saluted Julie Schrodtt on her team for the creation of the video cards used to provide an orientation to the SACSCOC Visiting Committee members. |

- October 24, NFSO: 1940s New York concert was held featuring guest clarinet soloist Narek Arutyunian and conductor finalist Todd Craven
- October 29, NWFSC Construction Trades held the Muddy Water Blues workshop at the Chautauqua Center in DeFuniak Springs that brought numerous vendors and construction industry experts to our newly enhanced campus.
- October 30, Dr. Stephenson and the President's Leadership Academy were joined by Mr. Nathan Sparks, Dr. Kim Ennis and Chancellor Henry Mack as panelists for President's Leadership Academy's Workforce & Economic Development session
- November 4, Florida State University-Panama City leadership visited the College to explore and learn all about Collegiate High School
- November 10, Okaloosa County Commissioner Graham Fountain, Representative-Elect Patt Maney and NWFSC Trustee Charlotte Flynt met with Dr. Stephenson and members of the leadership team to discuss the College's work with regional transformation
- November 12, The Walton County Sheriff's Office Fire/Rescue Division donated a fire truck, ambulance and 40 SCBA Fire Hawk M7 air packs and masks in support of Walton Works
- November 14, Raider Club members were invited to breakfast, where they were encouraged to pick up annual gifts/passes and watch each of the four Raider teams in action
- Infrastructure Update: Construction of Walton Works Training Center of Excellence, welding bays, drone facility and fire tower is progressing on-time. The College will announce an official ribbon-cutting event after the first of the new year.
- Infrastructure Update: Kay Litke Culinary Arts Greenhouse, fresh produce is just around the corner
- Infrastructure Update: Aviation Center of Excellence, progress happening at the Crestview Technology Air Park
- Coming Soon: Our Gift to You on December 1 is a free concert featuring the NWFSC Soundsations and Jazz Band
- Coming Soon: NFSO – Holiday Pops on December 11 featuring a preshow with Voices of Northwest Florida, Dr. Stephenson, and conductor finalist Kellen Gray

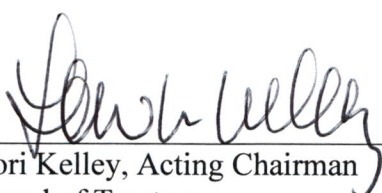
AROUND THE ROOM

- Trustee Litke Maj Gen (ret) Litke reminded everyone of the upcoming opening of the Kay Litke Culinary Arts Greenhouse
- Trustee Abbott Mr. Abbott expressed what a great job has been done by College personnel and to keep up the good work.
- Trustee Kelley Ms. Kelley is happy to be back in person and excited for the upcoming sports season.
- Trustee Wright Maj Gen (ret) Wright confirmed with Dr. Stephenson that there would be no reception prior to the Holiday Pops concerts due to safety concerns around COVID-19.
- Trustee Henderson Mr. Henderson is happy to be in person and thanked everyone.

ADJOURNMENT: The meeting adjourned at 5:27 p.m.



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



Lori Kelley, Acting Chairman
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.