

Minutes
 Board of Trustees Meeting
 Virtual Meeting
 August 18, 2020, 3:19 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; Edward Rosentel, Executive Director of Finance & Accounting; Jeanette Shires, Director, Mattie Kelly Arts Center; Deidre Price, Interim VP of Academic Affairs; Roberta Mackey, Executive Director of Human Resources; Pauline Anderson, Dean of Institutional Research, Analysis & Planning; Charlotte Kuss, Dean of Health Sciences, Wellness & Public Safety; Dana Stephens, Dean of Arts & Sciences; 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; Cole All, Chief Information Officer; Stephanie Linard, Executive Director of Academic Records & Enrollment; Aaron Murray, Executive Director of Campus Safety/Chief of Police; Michael Erny, Dean of Advanced Technology, Business & Engineering; Mariam Dittmann, Executive Director of Institutional Effectiveness; Bill Allison, Director of Workforce Development/ABE & Continuing Education; James Adams, Business Office Manager/Analyst; Melissa Wolf-Bates, Interim Executive Assistant to the President

Call to Order	Brian S. Pennington, Chairman
Approval of Agenda	The Board of Trustees unanimously approved the Agenda with the following change: add Review Operational Audit Findings to Informational/Discussion Items in as #6. (Motion: Kelley; Second: Abbott; Voted For: Pennington, Wright; Abbott, Barker, Flynt, Henderson, Kelley, Litke).
Approval of Minutes	The Board of Trustees unanimously approved the Regular Meeting Minutes of June 16, 2020 (by prior electronic consent).
CONSENT AGENDA	The Board of Trustees unanimously approved the following items on the consent agenda (Motion: Wright; Second: Henderson; Voted For: Pennington, Wright; Abbott, Barker, Flynt, Henderson, Kelley, Litke):

- Personnel Agenda
- Grants Development Listing
- Write-Off of Bad Debts
- Asset Retirement

ACTION AGENDA

Amended 2020-21 Budget

The Board of Trustees unanimously approved the following amendments to the 2020-21 College Budget, as presented. (Motion: Litke; Second: Abbott; Voted For: Pennington, Wright; Abbott, Barker, Flynt, Henderson, Kelley, Litke):

- Due to Governor's Veto in June, removed \$600,000 for Veterans Success Center and \$50,000 for Healing Paws for Warriors from budget

Zoghby Learning Commons Agreement

The Board of Trustees unanimously approved the Zoghby Learning Commons Agreement, as presented. (Motion: Kelley; Second: Henderson; Voted For: Pennington, Wright; Abbott, Barker, Flynt, Henderson, Kelley, Litke).

President's Incentive Compensation

The Board of Trustees approved the President to receive a one-time incentive compensation amount, as noted in his contract, equal to 100% of 15% of his base compensation. (Chairman Pennington pointed out that the President did not request a base salary increase for FY21.) (Motion: Litke; Second: Kelley; Voted For: Wright; Abbott, Barker, Flynt, Henderson, Kelley, Pennington)

INFORMATIONAL/DISCUSSION ITEMS

Annual Summer 2020 Textbook Report

The Board members reviewed the Summer 2020 Textbook Report, as presented.

Board Policy: HR 1.00

The Board members reviewed newly-proposed Board Policy: HR 1.0: Employment Provisions, as presented.

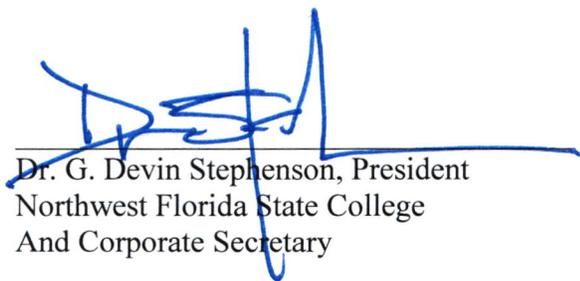
Board Policy: HR 24.00

The Board members reviewed newly-proposed Board Policy: HR 24.0: Sexual Abuse/Violence Prevention/Title IX, as presented.

College Year-End Financials	The Board members reviewed the College's Year-End Statement of Revenues and Expenses, and the Investment Report (June 2020), as presented.
College Financial Reports	The Board members reviewed the College's monthly Statement of Revenues and Expenses, and the Investment Report for July 2020, as presented.
Review Operational Audit Findings	Vice President White presented a summary of projected findings from the recently completely Operational Audit. He noted the College had addressed a number of improvements to internal processes. Upon receipt of the complete Operational Audit, VP White will address, in more detail, the institutional response.
Annual Board Self-Assessment Review	The Board members reviewed the Annual Board Self-Assessment Review, as presented.
Trustee Liaison Updates	Trustee Litke provided a report on Foundation activities highlighting total fund balance valued at \$52,696,858, which is a net increase of (\$825,029) over the previous year as of June 30, 2020. Total assets are \$52,744,169 and Total Liabilities are \$47,310, Total Revenues were \$2,220,468 and Total Expenses were \$3,045,498. Combined total holdings of the Merrill Lynch EMA and Vanguard Wellington accounts were \$47,993,252. The Major Gift Campaign report through June 30, 2020 shows total is \$13,204,203 including Gifts & Pledges, Bequests and Grants. The total received by Foundation during the campaign is \$15,325,978. The public phase of the major gifts campaign remains suspended. The Foundation is focused on the cultivation of prospects and stewardship of donors.
President's Report	<p data-bbox="665 1466 1331 1506">President Stephenson delivered the following report:</p> <ul style="list-style-type: none"> <li data-bbox="276 1538 1440 1610">○ July, NWFSC was awarded a \$1.5 million US Department of Labor Grant to fund Youth Apprenticeships <li data-bbox="276 1642 1440 1715">○ July 8, The Sacred Heart Hospital on the Emerald Coast Guild established The Roger L. Hall Legacy Scholarship Endowment <li data-bbox="276 1747 1440 1836">○ July 9, NWFSC broke ground on the Walton Works Training Center of Excellence in DeFuniak Springs

- July 9, The Ernie Green Memorial Scholarship was established to be used for a tuition-fees-book award to a student enrolled in a STEM-related program
- July 15, First all-female inmate Welding Class from Walton County Jail graduated
- July 17, 14 NWFSC employees completed the 2019-2020 President's Leadership Academy
- July 21, The physical Therapist Assistant Facility held an open house for College Administrators on the Fort Walton Beach Campus
- July 22, NWFSC Student, Jackson Roach, was awarded the Work Ethic Scholarship from the Mike Rowe Works Foundation
- August 3, NWFSC named 2020 Finest on the Emerald Coast in the Category of Higher Education Provider
- August 4, 2020-2021 Raider Representatives Orientation was held
- August 7-9, NWFSC Student Success Navigators participated in Tax-Free Weekend at Silver Sands Outlet Mall
- August 12, NWFSC employee, Scott Bennett, was published in Inspection Trends Magazine
- August 17, NWFSC held Fall 2020 Virtual Convocation to welcome back employees
- Dr. Stephenson shared this year's ENGAGE message
- Infrastructure Update: Indoor Practice Facility Grand Opening scheduled for August 25 at 10:00 a.m.; Walton Works Site building are scheduled to arrive August 19
- 2020 Fall Semester Classes: 40% Online, 25% Hybrid, 35% Traditional
- Additional Increased Safety Measures: Temperature checks will be conducted prior to entering all campus/center locations either by campus safety specialists (Niceville campus) or secure kiosks (FWB Campus and All Centers); Masks are required on campus and are available if needed; High traffic classrooms and computer labs are being cleaned in addition to regular cleaning. As soon as they are available, cleaning solutions and towels will be accessible in each classroom and computer lab to provide individuals the opportunity to clean their personal workstations, if desired.

ADJOURNMENT: The meeting adjourned at 5:19 p.m.



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



Brian S. Pennington, 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.