

Minutes
 Board of Trustees Meeting
 Niceville Campus
 Building 400, Morell Room 302
 August 17, 2021, 3:11 p.m.

Lori Kelley, Chair
 Shane Abbott, Vice Chair
 Craig Barker
 Charlotte Flynt
 Reynolds Henderson (via phone)
 Don Litke
 Rudy Wright
 Hayward Dykes, Board Attorney
 Dr. Devin Stephenson, President

Absent: Graham Fountain

Others present: Cristie Kedroski, Senior Vice President; Randy White, Vice President; Deidre Price, Vice President of Academic Affairs; Pauline Anderson, Associate Vice President of Research and Assessment; Whitney Rutherford, Associate Vice President/General Counsel; Cole Allen, Chief Information Officer; Sam Renfroe, Executive Director of Grant Development; Michael Erny, Dean of Career & Technical Education; Paul Johnson, Executive Director of Workforce Development; Dana Stephens, Dean of Arts & Sciences/Director of Mattie Kelly Environmental Institute; Julianne Boretsky, Professor of History-Collegiate High School; Anthony Boyer, Dean of College Pathways/Principal of Collegiate High School; Julie Schrodtt, Executive Director of Strategic Communications; Jeanette Shires, Director Mattie Kelly Arts Center; Roberta Mackey, Executive Director of Human Resources; Shiri Brandenburg, Foundation Account/Operations Manager; Chris Nida, Coordinator of Technology Services-Mattie Kelly Arts Center; Tony Borella, Sound Engineer-Mattie Kelly Arts Center; Charlotte Kuss, Dean of Health Sciences, Wellness & Public Safety; Ramsey Ross, Athletic Director; Aaron Murray, Executive Directive of Campus Safety/Chief of Police; Katherine St. Onge, Director of Purchasing; Melissa Wolf-Bates, Executive Assistant to the President

Call to Order

Lori Kelley, Chair

Approval of Agenda

The Board of Trustees approved the Agenda, as amended for good cause to remove B5 (Renewal of Seaside School Foundation Lease) and to move C5 (College Year-end Financial Summary) and C6 (College Monthly Financial Reports) to immediate follow the Consent Agenda. (Motion: Flynt; Second: Barker; Voted For: Abbott, Barker, Flynt, Kelley, Litke, Wright).

CONSENT AGENDA

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

- Community Discussion Meeting Minutes, June 15, 2021
- Regular Meeting Minutes, March 23, 2021
- Student Housing Ad Hoc Committee Meeting Minutes, April 26, 2021
- Personnel Agenda
- Grants Development Listing
- Asset Retirement Listing

INFORMATIONAL/DISCUSSION ITEMS

College Year-end Financial Summary

The Board of Trustees reviewed the Year-end Financial Summary for FY 2021, as presented.

College Monthly Financial Reports

The Board members reviewed the College's monthly Statement of Revenues and Expenses, and the Summary Data for July 2021, as presented.

ACTION AGENDA

Catalog Revision: Student Handbook regarding Student Recording

The Board of Trustees approved the Catalog Revision: Student Handbook regarding Student Recording, as presented (Motion: Flynt; Second: Wright; Voted For: Abbott, Barker, Flynt, Kelley, Litke, Wright).

Emerald Coast Autism Center (ECAC) Expansion

The Board of Trustees approved the ECAC Expansion within their original footprint to be built to the South not the North of the current building (Motion: Barker; Second: Litke; Voted For: Abbott, Barker, Flynt, Kelley, Litke, Wright).

Intent to Award Sole Source

The Board of Trustees approved awarding of Sole Source to purchase Amatrol Learning Systems, as presented (Motion: Litke; Second: Abbott; Voted For: Abbott, Barker, Flynt, Kelley, Litke, Wright).

RFP #2020-2021-02 Flight Training Provider

The Board of Trustees approved RFP #2020-2021-02 Flight Training Provider, as presented (Motion: Litke; Second: Barker; Voted For: Abbott, Barker, Kelley, Litke, Wright; Voted Against: Flynt).

Ira Mae and Gaius Bruce

The Board of Trustees approved the Ira Mae and Gaius

Wellness Classroom Endowment	Bruce Wellness Classrooms Endowment, as presented (Motion: Kelley; Second: Abbott; Voted For: Abbott, Barker, Flynt, Henderson, Kelley, Litke, Wright).
Approval of Invitation to Bid for Temporary Employee Services for Broadway Season	The Board of Trustees approved the Invitation to Bid for Temporary Employee Services for Broadway Season, as presented (Motion: Wright; Second: Flynt; Voted For: Abbott, Barker, Flynt, Henderson, Kelley, Litke, Wright).
Ratification of College Courtyard Apartments Authorizing Resolution	The Board of Trustees approved the Ratification of College Courtyard Apartments Authorizing Resolution, as presented (Motion: Abbott; Second: Litke; Voted For: Abbott, Barker, Flynt, Henderson, Kelley, Litke, Wright).
Authority of Refinance 2018 Energy Equipment Lease Purchase Agreement	The Board of Trustees approved the Authority to Refinance 2018 Energy Equipment Lease Purchase Agreement, as presented (Motion: Abbott; Second: Litke; Voted For: Abbott, Barker, Flynt, Henderson, Kelley, Litke, Wright).
Board Policy HR 25.00: Reduction in Force	The Board of Trustees approved Board Policy HR 25.00: Reduction in Force, as presented (Motion: Litke; Second: Barker; Voted For: Abbott, Barker, Flynt, Henderson, Kelley, Litke, Wright).
Board Policy TL 14.00: Employment Contracts for Full-Time Faculty	The Board of Trustees approved Board Policy TL 14.00: Employment Contracts for Full-Time Faculty, as presented (Motion: Henderson; Second: Litke; Voted For: Abbott, Barker, Flynt, Henderson, Kelley, Litke, Wright).
Request to Advertise	The Board of Trustees approved the request to advertise the following Board Policy, as presented (Motion: Litke; Second: Barker; Voted For: Abbott, Barker, Flynt, Henderson, Kelley, Litke, Wright).
	<ul style="list-style-type: none"> • HR 4.00: Drug-Free Workplace
President's Incentive Compensation with Measures of Excellence for Year One of Engage NWFSC	Ms. Anderson presented the Executive Summary of First Year Results for Engage NWFSC. After much discussion regarding the President's Incentive Compensation, Trustee Litke made the Motion to provide the President with 100% of the Incentive (up to 15% of the President's base salary of \$250,000), considering additional factors as noted in Section 4(k) of President's contract. The Motion was Seconded by Barker; Voted For: Barker, Flynt, Henderson, Kelley, Litke, Wright; Vote Against: Abbott.

INFORMATIONAL/DISCUSSION ITEMS

Student Housing Update	The Board members reviewed a summary of the August 10, 2021 Student Housing Committee Meeting as presented by Trustee Wright.
Agreements for Disaster Recovery, Debris Monitoring and Debris Removal	The Board members reviewed the Agreements for Disaster Recovery, Debris Monitoring and Debris Removal, as presented.
Catalog Revision: Student Handbook Student Code of Conduct	The Board members reviewed the Catalog Revision: Student Handbook Student Code of Conduct, as presented.
Forthcoming Board Policies	<p>The Board members reviewed Board Policy:</p> <ul style="list-style-type: none"> • SS 8.00: Intercollegiate Student Athlete Compensation
Purchases over \$65,000 Not Requiring Board Approval	The Board members reviewed the Purchases over \$65,000 Not Requiring Board Approval from June 1 – July 31, as presented.
Annual Board Self-Assessment Review	<p>The Board members reviewed the results of the Annual Board Self-Assessment, as presented.</p> <p>The Board of Trustees came to a consensus to move to biannual surveys versus quarterly.</p> <p>Chair Kelley appointed Trustee Litke and Trustee Wright to an Ad Hoc committee charged to review the survey instrument and make suggestions to the Board Chair for improvement.</p>
Trustee Liaison Report	<p>Trustee Litke provided a report on Foundation activities highlighting the total fund balance valued at \$65,614,705. Total Revenues were \$16,665,959 and Total Expenses were \$3,615,098 for a net increase in the fund balance of \$13,050,861. Combined total holdings of the Merrill Lynch EMA and Vanguard Wellington accounts were \$61,208,173.</p> <p>The Annual Fund campaign has begun for FY22 with a wonderful video presented at Convocation and letters arriving with the coming weeks.</p> <p>The First Generation Matching Grant fund and President's</p>

Circle fund were highlighted as great programs to consider giving towards.

The Board of Directors approved to continue the Ramba contract.

A Gift-in-Kind donation of an aircraft was donated by Bob Keller.

The Foundation has reserved a table at Seagrass for prospective donors

This is the last meeting Cristie Kedroski will serve as Executive Director of the Foundation. Trustee Litke thanked Ms. Kedroski for her service to the Foundation.

Chair's Comments

Chair Kelley reviewed the Announcements and upcoming events. She also announced Mr. Craig Barker has resigned from the Board and thanked him for his service to NWFSC. She also expressed her regrets in missing Convocation but is excited to welcome a new academic year.

President's Report

President Stephenson delivered the following report:

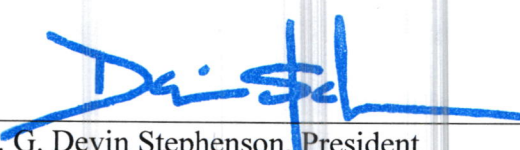
- Dr. Stephenson announced the awarding of \$484,000 EDA grant and recognized Sam Renfroe for his great work with grants development.
- June 26, Aviation Center of Excellence Grand Opening
- June 29-July 2 & July 12-16, Kids on Campus took place on the Niceville campus
- July 7-8, Crowder College's Upward Bound program toured the Niceville campus
- July 8, The Executive Leadership team from Itawamba Community College visited
- July 15, NWFSC Early Childhood Education student Christina Walden, won a gold at the virtual SkillsUSA National Competition
- July 19-23, Police & Basketball Camps took place on Niceville campus
- July 27, Public Safety Memorial Dedication was a huge success agencies from both Okaloosa and Walton County in attendance
- August 4, Culinary Arts Program's Summer Baking and Pastry class held their annual Pastry Showcase with a large attendance including Representative Patt Maney
- August 6, Dental Assisting and EMT Paramedic programs celebrated completion ceremonies
- August 10, Job Corps Scholars held End of Year Event

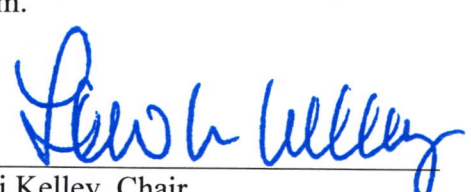
- August 11, Night Law Enforcement Officer Completion Ceremony
- Announced new Executive Director of the Foundation, Christopher Stowers
- August 17, Fall 2021 Convocation was held at Mattie Kelly Arts Center
- Upcoming Events: September 18, NFSO Festive Celebration Concert with new conductor Todd Craven
- Dr. Stephenson expressed his appreciation to the generosity of the incentive approved by the Board. He shared what an honor and joy it is to serve as NWFSC President.

AROUND THE ROOM

Trustee Abbott	Mr. Abbott thanked Mr. Barker for his service to the College.
Trustee Barker	Mr. Barker expressed his sadness in leaving the Board but has been honored and blessed to have served with the other Trustees.
Trustee Flynt	Ms. Flynt wished Mr. Barker well and thanked him for his service on the Board.
Trustee Litke	Maj. Gen. Litke shared Convocation was a “great event” and thanked those responsible.

ADJOURNMENT: The meeting adjourned at 5:13 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 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.