

September Meeting Minutes

Northwest Florida State College Sep 20, 2022 at 3:00 PM CDT @ Raider Central, Building 400, Morell Room 302, Niceville Campus, 100 College Boulevard E, Niceville, Florida 32578

Attendance

Trustees Present:

Lori Kelley (Chair), Rudy Wright (Vice Chair), Charlotte Flynt, Don Litke (via phone), Graham Fountain, Tanner Peaock, Jon Ward

President Present:

Devin Stephenson

Board Attorney Present: Hayward Dykes

NWFSC Faculty/Staff Present:

Cole Allen, Pauline Anderson, Sandy Arteaga, Bryan Brooks, Olivia Danner, Heather Dietzold, Wendy McAdams Dorr, Melanie Jackson, Cristie Kedroski, Charlotte Kuss, Stephanie Linard, Roberta Mackey, Jeff McGill, Aaron Murray, Chris Nida, Deidre Price, Sam Renfroe, Conner Rogers, Whitney Rutherford, Jeanette Shires, Chris Stowers, Randy White, Melissa Wolf

- I. Board of Trustees
 - A. Call to Order 3:13 p.m.
 - B. Approval of Agenda

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

Motion moved by Graham Fountain and motion seconded by Jon Ward. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

- C. Public Comments
- D. Old Business
- E. New Business
 - 1. Consent Agenda

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

Motion moved by Charlotte Flynt and motion seconded by Graham Fountain. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

a. Regular Meeting Minutes

08.16.22 BOT Minutes DRAFT.docx

b. Personnel Agenda

Personnel Agenda Memorandum.docx

- Personnel Agenda Supporting Materials BOT .xlsx
- c. Grants Development Listing
 - Grants Development Listing Memorandum .docx

Board Grant Listings 9.5.22.pdf

d. Asset Retirement Listing

Asset Retirement Listing Memorandum.docx

September BOT Asset Retirement Listing.pdf

- 2. Action Items
 - a. Strategic Plan & Measures of Excellence for Year Three (Presenters: Pauline Anderson)
 - ENGAGE NWFSC Results for Year Two and Strategic Plan & Measures of Excellence for Year Three Memorandum.docx
 - Scorecard for Year 2 of ENGAGE NWFSC.pdf

Proposed Measures for Year Three of ENGAGE NWFSC .docx

Motion: The Board of Trustees approves changing the language presented for Year 3, Goal 2 to the same as the language for Year Two, Goal Two.

Motion moved by Jon Ward and motion seconded by Graham Fountain. Motion withdrawn. Item tabled.

After discussion, the Trustees requested the language be reviewed and the item listed on a subsequent month's agenda.

b. 2022 Florida College System Affordability Report (Presenters: Deidre Price)

2022 FCS Affordability Report Memorandum.docx

2022 FCS Affordability Report Supporting Materials.docx

Motion: The Board of Trustees approves the 2022 Florida College System Affordability Report, as presented.

Motion moved by Don Litke and motion seconded by Rudy Wright. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright c. Proposed Florida Power & Light Easement Purchase (Presenters: Randy White)

Proposed FP&L Easement Purchase Memorandum September 2022.docx

Proposed FP&L Easement Purchase Supporting Materials.pdf

Motion: The Board of Trustees approves the FP&L purchase of an easement on College property, as presented, and authorizes the President to execute any and all necessary documents to accomplish the sale.

Motion moved by Charlotte Flynt and motion seconded by Graham Fountain. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

d. Fund Balance Carry-Forward Spending Plan (Presenters: Randy White)

<u>Fund Balance Carry Forward Spending Plan Memorandum.docx</u>
 <u>Fund Balance Carry Forward Spending Plan Supporting</u>
 <u>Materials.pdf</u>

Motion: The Board of Trustees approves the FY2021-2022 report that states the fund balance carry forward plan, as presented. Motion moved by Charlotte Flynt and motion seconded by Graham Fountain. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

e. Solicitations Progress Listing and Item(s) for Review (Presenters: Randy White)

Solicitations Listing Memorandum.docx

- Solicitations Listing Supporting Materials.xlsx
- NWFSC Arena Fountain Repurposing Renovation Visuals.pdf

Motion: The Board of Trustees approves issuing a solicitation for the Arena Fountain Landscape Project, as presented.

Motion moved by Graham Fountain and motion seconded by Don Litke. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

f. Request to Advertise: BS 5.00 Expenditures and BS 16.00 Purchasing Goods and Services (Presenters: Randy White) BS 5.00 Expenditures and BS 16.00 Purchasing Goods and Services Memorandum.docx

BS 5.00 Expenditures Supporting Materials.docx

BS 16.00 Purchasing Goods and Services Supporting Materials.docx

Motion: The Board of Trustees authorizes the College to advertise the revisions to BS 5.00 and BS 16.00, as presented. Motion moved by Jon Ward and motion seconded by Graham Fountain. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

 g. Request to Advertise: GP 1.00 Establishment and Corporate Status (Presenters: Whitney Rutherford)

GP 1.00 Establishment and Corporate Status Memorandum.docx

GP 1.00 Establishment and Corporate Status Supporting Materials.docx

Motion: The Board of Trustees authorizes the College to advertise the revisions to GP 1.00, as presented. Motion moved by Jon Ward and motion seconded by Rudy Wright. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

h. Request to Advertise: GP 4.00 Board of Trustees Members (Presenters: Whitney Rutherford)

GP 4.00 Board of Trustee Members Memorandum .docx

GP 4.00 Board of Trustee Members Supporting Materials.docx

Motion: The Board of Trustees authorizes the College to advertise the revisions to GP 4.00, as presented.

Motion moved by Jon Ward and motion seconded by Rudy Wright. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

i. Request to Advertise: HR 6.00 Professional Services Review (Presenters: Whitney Rutherford)

HR 6.00 Professional Services Review Memorandum.docx

HR 6.00 Professional Services Review Supporting Materials.docx

Motion: The Board of Trustees authorizes the College to advertise the revisions to HR 6.00, as presented. Motion moved by Don Litke and motion seconded by Rudy Wright. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

j. Request to Advertise: HR 12.00 Employee Schedules (Presenters: Whitney Rutherford)

HR 12.00 Employee Schedules Memorandum.docx

HR 12.00 Employee Schedules Supporting Materials.docx

Motion: The Board of Trustees authorizes the College to advertise the revisions to HR 12.00, as presented. Motion moved by Jon Ward and motion seconded by Charlotte Flynt. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

- 3. Informational/Discussion Items
 - a. College Organizational Charts (Presenters: Devin Stephenson)
 - Organizational Charts Supporting Materials .pdf
 - b. Student Housing Update (Presenters: Whitney Rutherford)
 Student Housing Update Memorandum.docx

As a result of discussion, the Board chose to vote on this item to give the College direction for this project.

Motion: The Board of Trustees directs the College to inquire into all available options for student housing, whether that is through Zimmer Development Corporation or another option the President presents to the Board.

Motion moved by Lori Kelley and motion seconded by Rudy Wright. Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

c. South Walton Center Facilities Expansion Update (Presenters: Whitney Rutherford)

South Walton Center Facilities Expansion Update Memorandum.docx

d. Partnership with Walton County School District at the Chautauqua Center Update (Presenters: Devin Stephenson)

Partnership with Walton County School District at the Chautauqua Center Memorandum.docx

After discussion about options for future projects at the Chautauqua Center, the Board of Trustees came to consensus that the College should move forward with those projects that are the best fit for Northwest Florida State College's mission and program offerings to students at the Chautauqua Center. Specifically, the Board agreed the location of WCSD administrative offices, professional development training center, and multi-functional event center would be advantageous to the community, NWFSC, and the Walton County School District.

e. Legal Claims Listing (Presenters: Whitney Rutherford)

Legal Claims Listing Memorandum.docx

Legal Claims Listing Supporting Materials.pdf

f. Purchasing Expenditures over \$65,000 Not Requiring Board Approval (Presenters: Randy White)

Purchases over \$65,000 Not Requiring Board Approval Memorandum.docx

Purchases over \$65,000 Not Requiring Board Approval Supporting Materials.pdf

g. Financial Report (Presenters: Randy White)

Financial Report Memorandum.docx

FY23 Aug 2022 Board Financial Report.pdf

h. Chair's Comments (Presenters: Lori Kelley)

Chair Kelley reminded members the October meeting will be held at the Chautauqua Center in DeFuniak Springs.

- President's Report (Presenters: Devin Stephenson)
 Dr. Stephenson reported on the recent College activities and events.
- 4. Announcements

Announcements 9.23.22.docx

5. Adjourn - 5:03 p.m.

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

h liller

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.