



## November Meeting Minutes

Northwest Florida State College

Nov 15, 2022 at 3:00 PM CST

@ Raider Central, Building 400, Morell Room 302, Niceville Campus, 100 College Boulevard E, Niceville, Florida 32578

### **Attendance**

#### **Trustees:**

Members: Charlotte Flynt, Graham Fountain, Lori Kelley, Don Litke, Tanner Peacock, Jon Ward, Rudy Wright

#### **NWFSC President:**

Members: Devin Stephenson

#### **Board Attorney:**

Members: Hayward Dykes

#### **NWFSC Faculty/Staff:**

Members: Cole Allen, Pauline Anderson, Sandy Arteaga, Bryan Brooks, Kevin Brown, Olivia Danner, Melanie Jackson, Cristie Kedroski, Charlotte Kuss, Roberta Mackey, Jeff McGill, Aaron Murray, Katherine St. Onge, Deidre Price, Sam Renfroe, Conner Rogers, Ramsey Ross, Whitney Rutherford, Jeanette Shires, Rhonda Springfield, Dana Stephens, Chris Stowers, Randy White, Melissa Wolf

#### **Guests:**

Senator George Gainer, Jan Gainer

### **I. Board of Trustees**

- A. Call to Order - 3:09 p.m.
- B. Approval of Agenda

#### **Motion:**

**The Board of Trustees approved the Agenda, as presented.**

Motion moved by Charlotte Flynt and motion seconded by Graham Fountain.

Vote for: Flynt, Fountain, Kelley, Litke, Peacock, Ward, Wright

- C. Public Comments
- D. Presentation & Remarks (Presenters: Devin Stephenson)

Dr. Stephenson thanked Senator George Gainer for being a champion for Northwest Florida State College and presented him with an AIM (Advancing Institutional Mission) award.

- E. Old Business
- F. New Business

1. Consent Agenda

**Motion:**

**The Board of Trustees approved the Consent Agenda, as presented.**

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

- a. Regular Meeting Minutes

 [10.18.22 BOT Minutes.docx](#)

- b. Personnel Agenda

 [Personnel Agenda Memorandum.docx](#)

 [Personnel Agenda Supporting Materials BOT.xlsx](#)


- c. Asset Retirement Listing


 [Asset Retirement Listing Memorandum.docx](#)

 [Asset Retirement Listing Supporting Materials.pdf](#)

2. Action Items

- a. 2023-2024 NWFSC Contracts with Okaloosa and Walton School Districts (Presenters: Deidre Price)

 [2023-2024 NWFSC Contracts with Okaloosa and Walton School Districts Memorandum.docx](#)

 [2023-2024 NWFSC and Okaloosa County School District Contract.pdf](#)

 [2023-2024 NWFSC and Walton County School District Contract.pdf](#)

 [2023-2024 CHS Application.pdf](#)

**Motion:**

**The Board of Trustees approved the 2023-2024 Northwest Florida State College Collegiate High School Program Contracts with the Okaloosa and Walton County School Districts, as presented.**

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

- b. Foundation: FY 2022 Audit and IRS Form 990 (Presenters: Cristie Kedroski)

 [FY 2022 Audit and IRS Form 990 Memorandum.docx](#)

 [FY 22 Draft Audit.pdf](#)

 [IRS Form 990.pdf](#)

**Motion:**

**The Board of Trustees accepted the FY 2022 Audited Financial Statements and IRS Form 990, as presented.**

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

- c. Foundation: 2021-2022 DSO Checklist (Presenters: Cristie Kedroski)

 [2021-22 DSO Checklist Memorandum .docx](#)


 [2021-22 DSO Checklist.pdf](#)

**Motion:**

**The Board of Trustees approved the DSO Audit Review Checklist, as presented.**

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

- d. South Walton Campus Facilities Expansion Update (Presenters: Charlotte Flynt)

 [South Walton Center Facilities Expansion Update Memorandum .docx](#)

 [Seacoast-NWFSC Project Timeline.docx](#)

 [Seacoast Projected Construction Timeline from Preliminary Plans.pdf](#)














 [11.07.22 South Walton Expansion Committee Minutes.docx](#)

**Motion:**

**The Board of Trustees approved the minutes of the ad hoc committee meeting, as presented.**

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

### 3. Informational/Discussion Items

- a. Featured Presentation from Academic Affairs (Presenters: Dana Stephens, Rhonda Springfield)  
 [Featured Presentation from Academic Affairs Memorandum.docx](#)
- b. Gramm-Leach-Bliley Act Cybersecurity Briefing (Presenters: Cole Allen)  
 [Gramm-Leach-Bliley Act Cybersecurity Briefing Memorandum.docx](#)
- c. Raider Village: Student Housing Update (Presenters: Whitney Rutherford)  
 [Student Housing Update Memorandum.docx](#)
- d. Legal Claims Listing (Presenters: Whitney Rutherford)  
 [Legal Claims Listing Memorandum.docx](#)  
 [Legal Claims Listing Supporting Materials.pdf](#)
- e. Solicitations Progress Listing and Item(s) for Review (Presenters: Randy White)  
 [Solicitations Progress Listing and Items for Review Memorandum.docx](#)  
 [Solicitations Progress Listing and Items for Review Supporting Materials.xlsx](#)
- f. Grants Development Listing (Presenters: Cristie Kedroski)  
 [Grants Development Listing Memorandum.docx](#)  
 [Grants Development Listing Supporting Materials.pdf](#)
- g. Financial Report (Presenters: Randy White)  
 [Financial Report Memorandum.docx](#)  
 [FY23 OCT 2022 Board Financial Report.pdf](#)
- h. Trustee Liaison Report - Foundation (Presenters: Don Litke)  
 [Trustee Liaison Report Memorandum.docx](#)  
 [Trustee Liaison Report Supporting Materials.pdf](#)



Chair Kelley reminded the members no December meeting,  
December 9 reception & pops, Commencement

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

 [Purchases over \\$65K Not Requiring Approval Memorandum.docx](#)

 [Purchases over \\$65K Not Requiring Approval Supporting Materials.pdf](#)

- j. Chair's Comments (Presenters: Lori Kelley)

Chair Kelley reminded the board members there is no December meeting,

- k. President's Report (Presenters: Devin Stephenson)

Dr. Stephenson shared highlights of recent College activities and events.

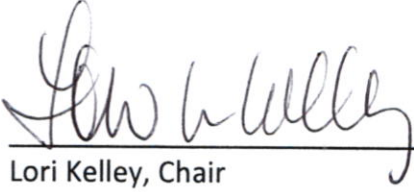
#### 4. Announcements

 [Announcements.docx](#)

G. Adjourn – 4:42 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 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.