

Minutes
 Board of Trustees Meeting
 Niceville Campus
 Building 400, Morell Room 302
 May 17, 2022, 3:05 p.m.

Lori Kelley, Chair
 Shane Abbott, Vice Chair
 Charlotte Flynt
 Don Litke
 Rudy Wright
 Dr. Devin Stephenson, President

Absent: Graham Fountain; Reynolds Henderson

Others present: Cristie Kedroski, Senior Vice President; Deidre Price, VP of Academic Affairs; Randy White, VP of Business Operations and Finance; Pauline Anderson, AVP of Research and Assessment; Whitney Rutherford, AVP/General Counsel; Melissa Wolf-Bates, Executive Assistant to the President; Sam Renfroe, Executive Director of Grant Development; Ed Rosentel, Executive Director of Finance & Accounting; Wendy McAdams Dorr, Foundation Accountant & Operations Manager; Aimee Watts, Executive Director Financial Planning & Scholarships; Corey Kennedy, IT Specialist; Jessica Speas, Technology Service Delivery Manager; Heather Dietzold, Executive Director Student Success; Roberta Mackey, Executive Director Human Resources; Sandy Arteaga, Interim Dean of College Pathways/Principal, Collegiate High School; Chris Stowers, Executive Director NWFSC Foundation; Bryan Brooks, Chief Communications Officer; Charlotte Kuss, Dean of Health Sciences, Wellness and Education; Michael Erny, Dean of Career and Technical Education; Rhonda Springfield, Director of K-12 Partnerships; Ramsey Ross, Athletic Director; Chris Abadia, Director Aviation Center of Excellence; Lori Shaak, CHS Assistant Principal Early CTE; Marlena Venessee, Director Student Development & Campus Engagement; Jessica O'Neill, Campus Engagement Specialist; Jaz Ruiz-Gonzalez, President Student Advisory Board, Don Gaetz, Chair Triumph Gulf Coast

Call to Order Lori Kelley, Chair

Approval of Agenda The Board of Trustees approved the Agenda, as presented (Motion: Litke; Second: Flynt; Voted For: Abbott, Flynt, Kelley, Litke, Wright).

PRESENTATION & REMARKS

Mr. Gaetz presented NWFSC with the Triumph Gulf Coast Horizon Award for the accelerated implementation of FAA program certifications and noted the Triumph Board **unanimously** agreed to make the award to the College. He noted there were only two awards made this year – Wakulla School District and Northwest Florida State College.

CONSENT AGENDA

The Board of Trustees approved the following items on the Consent Agenda, as presented (Motion: Abbott; Second: Wright; Voted For: Abbott, Flynt, Kelley, Litke, Wright):

- Regular Meeting Minutes, April 19, 2022
- Personnel Agenda

ACTION AGENDA

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| Academic Calendars | The Board of Trustees approved the 2022-2023 and 2023-2024 Academic Calendars, as presented. (Motion: Litke; Second: Flynt; Voted For: Abbott, Flynt, Kelley, Litke, Wright). |
| Revision Full-Time Instructional Employee Contract | The Board of Trustees approved the updates to the Full-Time Instructional Employee Contract, as presented. (Motion: Wright; Second: Abbott; Voted For: Abbott, Flynt, Kelley, Litke, Wright). |
| 2021-2022 Presidential Evaluation | The Board of Trustees approved the 2021-222 Presidential Evaluation Summary Report, as presented. (Motion: Litke; Second: Wright; Voted For: Abbott, Flynt, Kelley, Litke, Wright). |
| Foundation/College Memorandum Of Understanding FY23 | The Board of Trustees approved the 2022-23 Foundation/ College Memorandum of Understanding between the College and the Foundation, as presented. (Motion: Flynt; Second: Abbott; Voted For: Abbott, Flynt, Kelley, Litke, Wright). |
| Foundation Bylaws and Policy Revisions | The Board of Trustees approved the changes to the Bylaws, Investment, Contracting and Professional Services, Restricted Funds, Naming, and Gift Acceptance policies, as presented. (Motion: Flynt; Second: Abbott; Voted For: Abbott, Flynt, Kelley, Litke, Wright). |
| Foundation Board Slate of Officers and Directors 2022-23 | The Board of Trustees approved the 2022-23 Foundation Board Slate of Officers and Directors, as presented. (Motion: Wright; Second: Flynt; Voted For: Abbott, Flynt, Kelley, Litke, Wright). |

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| New Endowments | The Board of Trustees approved the Douglas K. Arpke Memorial Scholarship and the Wolfrom Family Endowed Scholarship agreements, as presented. (Motion: Abbott; Second: Flynt; Voted For: Abbott, Flynt, Kelley, Litke, Wright). |
| Request to Advertise: Catalog Revision – Code of Conduct | The Board of Trustees approved to advertise the Catalog Revision – Code of Conduct, as presented with embedded links. (Motion: Litke; Second: Wright; Voted For: Abbott, Flynt, Kelley, Litke, Wright). |
| Request to Advertise Board Policy: BS 12.00: Signature Authority | The Board of Trustees approved to advertise Board Policy BS 12.00: Signature Authority, as presented. (Motion: Flynt; Second: Wright; Voted For: Abbott, Flynt, Kelley, Litke, Wright). |
| Request to Advertise Board Policy: SS 7.00: Institutional Compliance For Military Tuition Assistance | The Board of Trustees approved to advertise Board Policy SS 7.00: Institutional Compliance for Military Assistance, as presented. (Motion: Flynt; Second: Abbott; Voted For: Abbott, Flynt, Kelley, Litke, Wright). |
| Request to Advertise Board Policy: TL 19.00: Awarding Posthumous Degrees | The Board of Trustees approved to advertise Board Policy TL 19.00: Awarding Posthumous Degrees, as presented. (Motion: Abbott; Second: Wright; Voted For: Abbott, Flynt, Kelley, Litke, Wright). |

INFORMATIONAL/DISCUSSION ITEMS

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| Student Advisory Board (SAB) Report | The Board members reviewed a presentation by SAB president, Jaz Ruiz-Gonzalez, regarding the 2021-22 Student Advisory Board activities. |
| Grants Development Listing | The Board members reviewed the current Grants Development Listing. |
| College Monthly Financial Report | The Board members reviewed the College Monthly Financial Reports for April 2022. |
| Purchases over \$65,000 Not Requiring Board Approval | The Board members reviewed the Purchases over \$65,000 Not Requiring Board Approval from April 1 – April 30, 2022. |
| Trustee Liaison Report | Trustee Litke provided a report on Foundation activities highlighting the total fund balance valued at \$66,911,883. |

Total Revenues were \$6,565,023 and Total Expenses were \$5,093,650 for a net increase in the fund balance of \$1,471,372. Combined total holdings of the Merrill Lynch EMA and Vanguard Wellington accounts were \$62,541,571.

The \$195,000 sale of the Campbell property went toward an endowed scholarship fund.

The Scholars & Donors Luncheon was hosted this spring after nearly two and half years due to COVID. Next year's event will be held on November 4, 2022.

The President's Circle Luncheon was also held this spring and currently has 61 members.

President's Report

Dr. Stephenson shared a potential educational partnership opportunity with the Walton County School District and NWFSC's Chautauqua Center in DeFuniak Springs.

He also shared highlights from recent College events and the upcoming Mattie Kelly Arts Center events *Sweet Baby James* on June 23 and *Rogers & Hammerstein's Cinderella* in July.

Chair's Comments

Chair Kelley reminded Board members the annual Ethics Form should be mailed to each of them around June 1st and must complete promptly and returned. She also announced Vice Chair, Shane Abbott's resignation from the Board. Chair Kelley also presented the current President's Contract so members may review prior to voting at the June meeting.

AROUND THE ROOM

Trustee Flynt

Ms. Flynt recognized and thanked the Culinary Department for a wonderful lunch.

Trustee Litke

Maj, Gen Litke expressed how he will miss Mr. Abbott and it has been a privilege to know him.

Trustee Kelley

Chair Kelley echoed how missed Mr. Abbott will be on the Board.

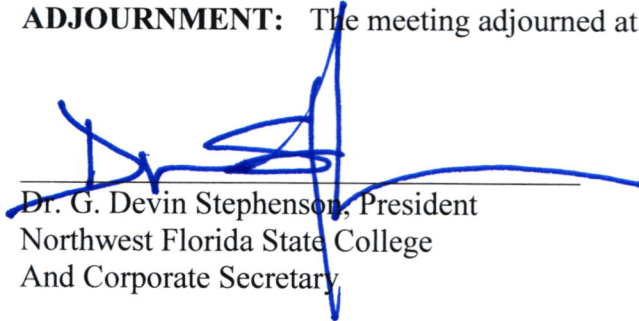
Trustee Wright

Maj. Gen. Wright thanked Mr. Abbott for being a great friend and an asset to the College.

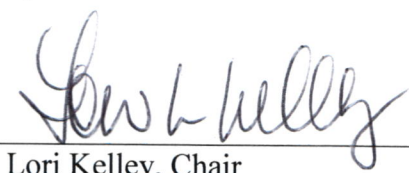
Trustee Abbott

Mr. Abbott shared it has been his pleasure to serve for the last six years. He asked the Board to keep the focus on making people's lives better and thanked Dr. Stephenson for his leadership.

ADJOURNMENT: The meeting adjourned at 5:42 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 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.