



## September Meeting Minutes

Northwest Florida State College

Sep 19, 2023 at 3:00 PM CDT

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

### **Attendance**

#### **Members:**

Charlotte Flynt, Lori Kelley, Don Litke, Tanner Peacock, Jon Ward, Rudy Wright

#### **Board Attorney:**

Hayward Dykes

#### **NWFSC President:**

Devin Stephenson

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

Cole Allen, Sandy Arteaga, Tony Borella, Bryan Brooks, Kevin Brown, Olivia Danner, Chris Gabers, Lisa Haddorff, Steven Hough, Michelle Jannazo, Cristie Kedroski, Charlotte Kuss, Roberta Mackey, Jeff McGill, Tanner McKnight, Aaron Murray, Chris Nida, Deidre Price, Ramsey Ross, Whitney Rutherford, Rhonda Springfield, Chris Stowers, Melissa Wolf

#### **Meeting Guests:**

Rhea Goff, Shannon Widman, Reynolds Henderson, Patrick McCarthy

### **II. Board of Trustees**

[Board of Trustees Agenda Cover Page.pdf](#)

A. Call to Order - 3:11 p.m.

B. Approval of Agenda

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

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

C. Public Comments

Mr. Henderson addressed the Board expressing his enthusiasm for the Seacoast project, and Florida Triumph Gulf Coast's hunger for projects in Walton county.

D. Old Business

E. New Business

#### **1. Consent Agenda**

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

Motion moved by Don Litke and motion seconded by Tanner Peacock. Vote For: Flynt, Kelley, Litke, Peacock, Ward, Wright

a. Regular Meeting Minutes

 [2023 08.15 BOT Minutes DRAFT.docx](#)

b. Personnel Agenda

 [Personnel Agenda Memorandum.docx](#)

 [Personnel Agenda Supporting Materials.xlsx](#)


c. Write Off Bad Debt

 [Approval to Write-Off Bad Debts Memorandum.docx](#)

2. Action Items

a. South Walton Campus Facilities Expansion Update (Presenters: Whitney Rutherford)

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

 [The Seaside School Foundation, Inc. Memo - Lease Milestones 9.1.23.pdf](#)

 [RoundTable Financing Letter.pdf](#)

 [Seacoast Collegiate High School Donor Activity Report 9.1.2023.pdf](#)

 [NWFSC - DD Dwg Set.pdf](#)

 [SCHS - DD Dwg Set.pdf](#)

 [Accelerator - DD Dwg Set.pdf](#)

 [23-06-27 Civil Plan revised schematic.pdf](#)

 [Projected Construction Phasing.pdf](#)

 [Lease and MOU with Exhibits.pdf](#)

 [Seacoast Project Timeline - Milestones 9.2.23.docx](#)

**Motion: The Board of Trustees agrees, as amended by Trustee Wright's motion, the financing milestone has been met under section 5.f. of the lease between the College and The Seaside School Foundation, and The Seaside School Foundation may proceed to construction as scheduled.**

Motion moved by Don Litke and motion seconded by Tanner Peacock. Vote For: Flynt, Kelley, Litke, Peacock, Wright; Abstained: Ward

**Motion: The Board of Trustees amends Trustee Litke's motion to include that the College and Seacoast will agree to any lease amendments necessary to update the lease milestones that follow after the financing and start of construction milestones.**

Motion moved by Rudy Wright and motion seconded by Don Litke. Vote For: Flynt, Litke, Wright; Vote Against: Kelley, Peacock; Abstained: Ward

b. 2023 FCS Affordability Report (Presenters: Deidre Price)





-  [Memorandum 2023 FCS Affordability Report.docx](#)
-  [2023 FCS Affordability Report.pdf](#)

**Motion: The Board of Trustees approves the 2023 Florida College System Affordability Report, as presented.**

Motion moved by Jon Ward and motion seconded by Don Litke.

Vote For: Flynt, Kelley, Litke, Peacock, Ward, Wright

- c. 2024-2025 Academic Calendar (Presenters: Deidre Price)



-  [Memorandum 2024-2025 Academic Calendar.docx](#)
-  [2024-2025 Academic Calendar.xlsx](#)

**Motion: The Board of Trustees approves the revised 2024-2025 Academic Calendar, as presented.**

Motion moved by Jon Ward and motion seconded by Don Litke.

Vote For: Flynt, Kelley, Litke, Peacock, Ward, Wright



- d. Final Review: Student Code of Conduct (Presenters: Cristie Kedroski)

-  [Catalog Revision - Student Code of Conduct Memorandum.docx](#)
-  [Catalog Revision - Student Code of Conduct Supporting Materials.docx](#)

**Motion: The Board of Trustees approves the request to advertise the changes to the Student Code of Conduct, as presented.**

Motion moved by Jon Ward and motion seconded by Tanner Peacock. Vote For: Flynt, Kelley, Litke, Peacock, Ward, Wright



- e. Carryforward Spending Plan (Presenters: Tanner McKnight)

-  [Carry Forward Spending Plan Memorandum.docx](#)
-  [22-23 Carryforward Spending Plan - NWFSC.pdf](#)

**Motion: The Board of Trustees approves the FY2022-2023 report that states the fund balance carry forward plan, as presented.**

Motion moved by Charlotte Flynt and motion seconded by Jon Ward. Vote For: Flynt, Kelley, Litke, Peacock, Ward, Wright



- f. Purchases Over \$325,000 (Presenters: Tanner McKnight)

-  [Purchases Over \\$325,000 Memorandum.docx](#)
-  [Purchases over \\$325,000 Supporting Materials.xlsx](#)

**Motion: The Board of Trustees approves the listed purchases of more than \$325,000, as presented.**

Motion moved by Jon Ward and motion seconded by Charlotte Flynt. Vote For: Flynt, Kelley, Litke, Peacock, Ward, Wright


















- g. New Foundation Endowment (Presenters: Chris Stowers)

-  [New Foundation Endowment Memorandum.docx](#)
-  [Sons and Daughters of Italy Endowment.pdf](#)











**Motion: The Board of Trustees approves the Joseph B. Franzalia Lodge 2422 Sons and Daughters of Italy Scholarship Endowment, as presented.**

Motion moved by Jon Ward and motion seconded by Tanner Peacock. Vote For: Flynt, Kelley, Litke, Peacock, Ward, Wright


### 3. Informational/Discussion Items

- a. Health Sciences Programs Accreditation Updates (Presenters: Deidre Price)
  -  [Memorandum - Health Sciences Programs Accreditation Update.docx](#)
- b. Live Oak Fiber Proposal (Presenters: Whitney Rutherford)
  -  [Live Oak Fiber Proposal Memorandum.docx](#)
  -  [Live Oak Fiber Supporting Materials.docx](#)
- c. Raider Village Update (Presenters: Whitney Rutherford)
  -  [Raider Village Memorandum.docx](#)
- d. EBS Licenses (Presenters: Whitney Rutherford)
  -  [EBS Licenses Memorandum .docx](#)
  -  [WLX931 with map.pdf](#)
  -  [WNC885 with map.pdf](#)
- e. Policy Revision: HR 1.00 Employment Provisions (Presenters: Whitney Rutherford)
  -  [HR 1.00 Employment Provisions Memorandum.docx](#)
  -  [HR 1.00 Employment Provisions Supporting Materials.docx](#)
- f. Policy Revision: FG 6.00 Delegation of Approval for Construction (Presenters: Tanner McKnight)
  -  [FG 6.00 Informational Memorandum.docx](#)
  -  [FG 6.00 Delegation of Approval For Construction Supporting Materials.docx](#)
- g. Grants Development Listing (Presenters: Cristie Kedroski)
  -  [Grants Development Listing Memorandum.docx](#)
  -  [Grants Development Listing.pdf](#)
- h. Legal Claims Listing (Presenters: Whitney Rutherford)
  -  [Legal Claims Listing Memorandum.docx](#)
  -  [Legal Claims Listing Supporting Materials.xlsx](#)
- i. Solicitations Progress Listing and Item(s) for Review (Presenters: Tanner McKnight)
  -  [Solicitations Listing Memorandum.docx](#)
  -  [Solicitations Listing September 2023 Supporting Materials Spreadsheet.xlsx](#)



- j. Purchasing Expenditures over \$65,000 Not Requiring Board Approval (Presenters: Tanner McKnight)
    -  [Purchases over \\$65,000 Not Requiring Board Approval Memorandum.docx](#)
    -  [Purchases over \\$65K Not Requiring Approval September 2023 Supporting Materials.xlsx](#)
  - k. Project Updates Over \$250,000 (Presenters: Tanner McKnight)
    -  [Project Updates Over \\$250,000 Memorandum.docx](#)
  - l. Financial Report (Presenters: Tanner McKnight)
    -  [Financial Report Memorandum - September 2023.docx](#)
    -  [Financial Report - August 2023.pdf](#)
  - m. President's Contract Benefits Section Amendment (Presenters: Lori Kelley)
    -  [President's Contract Proposed Amendment Memorandum.docx](#)
    -  [President's Contract Proposed Amendment .docx](#)
    -  [President's Contract Fiscal Year 2024.pdf](#)
  - n. Annual Sunshine Law Update (Presenters: Hayward Dykes)
  - o. Board of Trustees Self-Assessment (Presenters: Lori Kelley)
    -  [Fall 2023 Board of Trustees Self-Assessment Results.pptx](#)
  - p. Chair's Comments (Presenters: Lori Kelley)
  - q. President's Report (Presenters: Devin Stephenson)
4. Announcements
-  [Announcements.docx](#)

F. Adjourn – 5:44 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.