



September Meeting Minutes

Northwest Florida State College

9/16/2025 3:00 PMCDT

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

Attendance

Present:

Members: Cory Fosdyck, Rhea Goff, Megan Harrison, Don Litke, Tanner Peacock, Lyndsi Stevens, Jon Ward

Absent:

Members: Lori Kelley

Board Attorney:

Whitney Rutherford

NWFSC President:

Mel Ponder

I. Board of Trustees

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

A. Call to Order – 3:09 p.m.

B. Approval of Agenda

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

Motion moved by Megan Harrison and motion seconded by Jon Ward.

Vote for: Fosdyck, Goff, Litke, Peacock, Stevens

C. Public Comments

D. Old Business

E. New Business

1. Consent Agenda

[Consent Agenda Cover Page.pdf](#)

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

Motion moved by Lyndsi Stevens and motion seconded by Tanner Peacock.


Vote for: Fosdyck, Goff, Harrison, Litke, Ward

a. Regular Meeting Minutes

[2025_08.19_DRAFT BOT August Meeting Minutes.docx](#)

b. Personnel Agenda

[Personnel Agenda Memorandum.docx](#)

 [Personnel Agenda Supporting Materials BOT September 2025.pdf](#)

 [Open Position Report BOT September 2025.pdf](#)

2. Action Items

 [Action Items Section Cover Page.pdf](#)

- a. Annual Affordability Report (Presenters: Jenna Sheffield)

 [Affordability Report Memorandum .docx](#)

 [July 23, 2025 FCS Affordability Report Template .docx](#)

Motion: The Board of Trustees approves the Affordability Report, as presented, and directs the College to submit the report to the FLDOE.

Motion moved by Don Litke and motion seconded by Tanner Peacock.

Vote for: Fosdyck, Goff, Harrison, Stevens, Ward

- b. Application Fee (Presenters: Gina Doeble)

 [Application Fee Memorandum.docx](#)

Motion: The Board of Trustees approves the implementation of a nonrefundable application fee of \$25 for domestic students and \$50 for international students for degree and non-degree seeking applicants, effective October 1, 2025.

Motion moved by Jon Ward and motion seconded by Tanner Peacock.

Vote for: Fosdyck, Goff, Harrison, Litke, Stevens

- c. Spending Plan (Presenters: Gina Doeble)

 [Carry Forward Spending Plan Memorandum.docx](#)

 [2024-2025 Carry Forward Spending Plan .pdf](#)

Motion: The Board of Trustees approves the FY2024-2025 Carry Forward Spending Plan, as presented.

Motion moved by Megan Harrison and motion seconded by Lyndsi Stevens.

Vote for: Fosdyck, Goff, Litke, Peacock, Ward

- d. Solicitation Listing (Presenters: Gina Doeble)

 [Solicitation Progress Listing Memorandum.docx](#)

 [Solicitation Listing.pdf](#)

Motion: The Board of Trustees approves award to DAG Architects Inc., in the Design Criteria Professional Services solicitation, as presented, and approves the College to post the appropriate solicitations for widening the entrance to the driving pad at the Chautauqua Center in DeFuniak Springs.

Motion moved by Cory Fosdyck and motion seconded by Don Litke.

Vote for: Goff, Harrison, Peacock, Stevens, Ward

- e. Financial Report (Presenters: Gina Doeble)

 [College Financial Report Memorandum .docx](#)

 [FY26 College Financial Reports.pdf](#)

Motion: The Board of Trustees approves Table 1, the amended College 2025-2026 Budget, as presented.

Motion moved by Jon Ward and motion seconded by Lyndsi Stevens.

Vote for: Fosdyck, Goff, Harrison, Litke, Peacock

3. Informational/Discussion Items

- a. New Program: Medical Assisting CCP (Presenter: Jenna Sheffield)

 [New Program Medical Assisting CCP Memorandum .docx](#)

 [Medical Assisting CCP - Catalog Information.docx](#)

- b. School of Nursing Naming Convention (Presenter: Jenna Sheffield)

 [School of Nursing Naming Convention Memorandum.docx](#)

- c. Standing Information Items (Presenters: Cristie Kedroski, Whitney Rutherford)

 [Standing Information Items Memorandum.docx](#)

 [Grants Development Listing September 2025.pdf](#)

 [Legal Claims Listing Supporting Materials September 2025.pdf](#)

- d. Board of Trustees Self-Assessment Results (Presenters: Rhea Goff)

 [Trustee Self-Assessment Results Memorandum.docx](#)

- e. Chair's Comments (Presenter: Rhea Goff)

- f. President's Report (Presenter: Mel Ponder)

4. Announcements

 [Announcements September 16, 2025.docx](#)

- F. Adjourn – 4:12 p.m.