



## November Meeting Minutes

Northwest Florida State College

11/18/2025 3:00 PM CST

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

### Attendance

#### Present:

Cory Fosdyck, Rhea Goff, Megan Harrison (remote), Lori Kelley, Don Litke, Tanner Peacock, Lyndsi Stevens, Jon Ward (remote)

#### NWFSC President

Mel Ponder

#### Board Attorney

Whitney Rutherford

#### I. Board of Trustees

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

A. Call to Order - 3:13 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 Cory Fosdyck.

Vote for: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Stevens, Ward.

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 Lori Kelley and motion seconded by Cory Fosdyck.

Vote for: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Stevens, Ward.

a. Strategic Planning Workshop Minutes

 [2025 10.21 DRAFT Strategic Planning Workshop Minutes.pdf](#)

b. Regular Meeting Minutes

 [2025 10.21 DRAFT BOT October Meeting Minutes.pdf](#)

c. Personnel Agenda

 [Personnel Agenda Memorandum.docx](#)

 [Personnel Agenda Supporting Materials BOT November 2025.xlsx](#)

 [Open Position Report BOT November 2025.xlsx](#)

## 2. Action Items

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

- a. City of Niceville Proposed Well Easement (Presenters: Whitney Rutherford; David Deitch, Niceville City Manager)

 [Proposed City of Niceville Water Well Easement Purchase Memorandum.docx](#)

 [City of Niceville Utility Easement Draft.docx](#)

 [Exhibit A to Easement.pdf](#)

 [City of Niceville Scholarship Endowment Donor Agreement Draft.docx](#)

 [City of Niceville Letter Requesting Easement.pdf](#)

 [City of Niceville Proposed New Potable Water Well Plan.pdf](#)

 [City of Niceville Proposed Easement Survey.pdf](#)

 [Well Easement Site Appraisal Report.pdf](#)

 [Example Image 1.pdf](#)

 [Example Image 2.pdf](#)

 [Elevations.pdf](#)

**Motion: The Board of Trustees approves the enclosed easement and endowment agreement, with execution of both contingent upon (1) approval of the endowment by the Northwest Florida State College Foundation and (2) the City of Niceville securing and presenting evidence to Northwest Florida State College of all necessary permits and other approvals to begin work on the Easement Site. Should all approvals not be secured by the regular November 2026 meeting of the Board of Trustees, the Board's approval will expire, requiring resubmission to the Board of Trustees.**

Motion moved by Don Litke and motion seconded by Lori Kelley.  
Vote for: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Stevens, Ward.

- b. Pray Aviation Partnership (Presenters: Jenna Sheffield)

 [Pray Aviation Partnership.docx](#)

 [Pray Aviation Course Fees.pdf](#)

**Motion: The Board of Trustees approves the Pray Aviation course fees, as presented.**

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

Vote for: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Stevens, Ward.

- c. NWFSC Foundation FY2025 Audit and IRS Form 990 (Presenters: Chris Stowers)

 [Foundation FY 2025 Audit and IRS Form 990 Memorandum.docx](#)

 [Foundation FY25 Audited Financial Statements - Draft.pdf](#)

 [Foundation FY25 IRS Form 990 - Draft.pdf](#)

**Motion: The Board of Trustees accepts the FY 2025 Audited Financial Statements and IRS Form 990, as presented.**

Motion moved by Lori Kelley and motion seconded by Cory Fosdyck.

Vote for: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Stevens, Ward.

- d. Solicitations Listing (Presenters: Gina Doeble)

 [Solicitations Progress Listing Memorandum.docx](#)

 [Solicitation Listing November 2025.pdf](#)

**Motion: The Board of Trustees approves the awards in the solicitations for Continuing Contracts for Architectural Services and Operation of the Child Development and Education Center, as presented.**

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

Vote for: Fosdyck, Goff, Harrison, Kelley, Litke, 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 Don Litke and motion seconded by Lori Kelley.

Vote for: Fosdyck, Goff, Harrison, Kelley, Litke, Peacock, Stevens, Ward.

### 3. Informational/Discussion Items

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

- a. Specialized Associate in Arts Transfer Degree (SAAT) in Engineering (Presenters: Jenna Sheffield)

 [Specialized Associate in Arts Transfer Degree \(SAAT\) in Engineering Memorandum.docx](#)

 [SAAT Notice of Intent \(NOI\) - Mechanical.pdf](#)

 [SAAT NOI - Electrical .pdf](#)

 [SAAT NOI - Computer Engineering.pdf](#)

 [SAAT NOI - Civil .pdf](#)

- b. Presentation: NWFSC Facts, Figures, and Strategic Plan Update (Presenters: Jenna Sheffield, Mel Ponder)

 [2025 BOT Data Presentation.pptx](#)

 [Strategic Plan 2023-2026 Strategies - Update on Progress.docx](#)

 [Mission, Vision, and Guiding Principles.pdf](#)

- c. Sunshine Law Review (Presenters: Whitney Rutherford)

 [Sunshine Law Review 2025.pdf](#)

- d. Foundation Board - Trustee Liaison Report (Presenters: Don Litke)
    -  [Trustee Liaison Report Memorandum.docx](#)
    -  [Trustee Liaison Report Support Materials.pdf](#)
  - e. Standing Information Items (Presenters: Cristie Kedroski, Gina Doeble, Whitney Rutherford)
    -  [Standing Information Items Memorandum.docx](#)
    -  [Grants Development Listing November 2025.pdf](#)
    -  [Legal Claims Listing November 2025.pdf](#)
  - f. Chair's Comments (Presenters: Rhea Goff)
  - g. President's Report (Presenters: Mel Ponder)
4. Announcements
-  [Announcements November 18, 2025.docx](#)
- F. Adjourn – 5:02 p.m.