



## June Meeting Minutes

Northwest Florida State College

Tuesday, June 18, 2024 at 3:00 PM CDT

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

### Attendance

#### Trustees:

Cory Fosdyck, Rhea Goff, Megan Harrison, Lori Kelley (Chair), Don Litke, Tanner Peacock, Jon Ward, Rudy Wright (Vice Chair)

#### Board Attorney:

Hayward Dykes

#### NWFSC President:

Devin Stephenson

#### NWFSC Faculty/Staff:

Cole Allen, Sandy Arteaga, Tony Borella, Bryan Brooks, Kevin Brown, Olivia Danner, Heather Dietzold, Kim Hostatler, Cristie Kedroski, Charlotte Kuss, Henry Mack, Roberta Mackey, Jeff McGill, Tanner McKnight, Ramsey Ross, Whitney Rutherford, Jeanette Shires, David Smith, Chris Stowers, J. Wren Supak, Aimee Watts, Melissa Wolf

#### Guests:

Andrew Jordan, Patrick McCarthy, Tom Miller, Kav Tucker

### II. Board of Trustees

A. Call to Order - 3:08 pm

B. Approval of Agenda

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

Motion moved by Megan Harrison and motion seconded by Rhea Goff. Vote For: Fosdyck, Goff, Harrison, Litke, Kelley, Peacock, Ward, Wright

C. Public Comments

D. Old Business

E. New Business

#### 1. Consent Agenda

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

Motion moved by Jon Ward and motion seconded by Rhea Goff.  
Vote For: Fosdyck, Goff, Harrison, Litke, Kelley, Peacock, Ward, Wright

a. Special Meeting - Presidential Search Discussion Minutes

-  [2024 05.21 Special Meeting - Presidential Search Discussion Minutes DRAFT.docx](#)
- b. Budget Workshop Minutes  
 [2024 05.21 Budget Workshop Minutes DRAFT.docx](#)
- c. Regular Meeting Minutes  
 [2024 05.21 BOT Minutes DRAFT.docx](#)
- d. Personnel Agenda  
 [Personnel Agenda Memorandum.docx](#)  
 [Personnel Agenda Supporting Materials BOT June 2024.xlsx](#)  
 [Open Position Report BOT June 2024.xlsx](#)
- e. Asset Retirement Listing  
 [Asset Retirement Listing Memorandum.docx](#)  
 [Asset Retirement Listing Supporting Materials.pdf](#)
2. Action Items
- a. FY2024-2025 Budget (Presenters: Tanner McKnight)  
 [FY2024-2025 College Budget Memorandum.docx](#)  
 [2024-2025 Budget Book - Digital Version.pdf](#)  
**Motion: The Board of Trustees approves the 2024-2025 College Budget, which includes (among other items) student tuition and fees, as presented.**  
 Motion moved by Don Litke and motion seconded by Rhea Goff.  
 Vote For: Fosdyck, Goff, Harrison, Litke, Kelley, Peacock, Ward, Wright
- b. FY2024-2025 Capital Improvement Plan (Presenters: Tanner McKnight)  
 [FY2024-2025 Capital Improvement Plan Memorandum.docx](#)  
 [CIP 1 - 2024-2025 .pdf](#)  
 [CIP 2 - 2024-2025.pdf](#)  
**Motion: The Board of Trustees approves the 2024-2025 Capital Improvement Plan, as presented.**  
 Motion moved by Jon Ward and motion seconded by Cory Fosdyck. Vote For: Fosdyck, Goff, Harrison, Litke, Kelley, Peacock, Ward, Wright
- c. Solicitations Progress Listing and Item(s) (Presenters: Tanner McKnight)  
 [Solicitations Listing Memorandum.docx](#)  
 [Solicitations Listing Supporting Materials.xlsx](#)

**Motion: The Board of Trustees approves the Invitation to Bid for paving services for the Niceville Driving Pad and the Request for Qualifications for Architectural Design Services to establish continuing contracts for construction projects of less than \$7,500,000 consistent with current statutory thresholds.**

Motion moved by Megan Harrison and motion seconded by Cory Fosdyck. Vote For: Fosdyck, Goff, Harrison, Litke, Kelley, Peacock, Ward, Wright

- d. 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 ore than \$325,000, as presented.**

Motion moved by Rhea Goff and motion seconded by Don Litke. Vote For: Fosdyck, Goff, Harrison, Litke, Kelley, Peacock, Ward, Wright

- e. South Walton Expansion Update (Presenters: Patrick McCarthy, Kav Tucker, Whitney Rutherford)

 [South Walton Expansion Update June 2024.docx](#)

 [South Walton Expansion Update June 2024 - Regional Utilities.docx](#)

 [Update Memorandum from Seacoast Collegiate High School.pdf](#)

 [Amendment to Ground Lease - Lender's Provisions.docx](#)

 [SCHS GMP \(Attachment 1\).pdf](#)

 [Project Schedule \(Attachment 2\).pdf](#)

 [Commitment Letter \(Attachment 3\).pdf](#)

 [Donor Activity Report 5.31.2024.pdf](#)

 [Current Seacoast-NWFSC Lease and MOU with Exhibits.pdf](#)

**Motion: The Board of Trustees approves the amendments to the Ground Lease, authorizes the College to finalize all necessary documents with Seacoast and the lender, and authorizes the College President and Board Chair to sign all necessary documents to approve the leasehold mortgage.**

Motion moved by Rhea Goff and motion seconded by Megan Harrison. Vote For: Fosdyck, Goff, Harrison, Litke, Kelley, Peacock, Ward, Wright

- f. New Certificate Program Review: Artificial Intelligence, Nursing Assistant, and Phlebotomy (Presenters: Henry Mack)

 [New Certificate Program Review: Artificial Intelligence, Nursing Assistant, and Phlebotomy.docx](#)

**Motion: The Board of Trustees approves the Artificial Intelligence Awareness, Nursing Assistant, and Phlebotomy programs, as presented.**

Motion moved by Rhea Goff and motion seconded by Jon Ward.

Vote For: Fosdyck, Goff, Harrison, Litke, Kelley, Peacock, Ward, Wright

- g. Final Review: TL 14.00 Employment Contracts for Full-Time Faculty (Presenters: Henry Mack)

 [TL 14.00 Employment Contracts for Full-Time Faculty Memorandum.docx](#)

 [TL 14.00 Employment Contracts for Full-Time Faculty Supporting Materials.docx](#)

**Motion: The Board of Trustees approves the amendments to Board Policy TL 14.00 Employment Contracts for Full-Time Faculty, as presented.**

Motion moved by Jon Ward and motion seconded by Rhea Goff.

Vote For: Fosdyck, Goff, Harrison, Litke, Kelley, Peacock, Ward, Wright

- h. Interim President Contract (Presenters: Lori Kelley)

 [Interim President Contract Memorandum.docx](#)

 [Interim President Draft Contract.docx](#)

**Motion: The Board of Trustees approves the proposed agreement with Dr. Cristie Kedroski to serve as the College's Interim President, as presented.**

Motion moved by Don Litke and motion seconded by Rhea Goff.

Vote For: Fosdyck, Goff, Harrison, Litke, Kelley, Peacock, Ward, Wright

- i. Presidential Evaluation Results (Presenters: Lori Kelley)

 [Presidential Evaluation Results Memorandum.docx](#)

**Motion: The Board of Trustees approves the President's 2023-2024 evaluation results.**

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

Vote For: Fosdyck, Goff, Harrison, Litke, Kelley, Peacock, Ward, Wright

- j. Board Resolution No. 2 FY24 Regarding Dr. Devin Stephenson, President (Presenters: Lori Kelley)

 [Board Resolution No. 2 FY24 Memorandum.docx](#)

 [Board Resolution No. 2 FY24.docx](#)

**Motion: The Board of Trustees approves Board Resolution No. 2 for Fiscal Year 2024, commending Dr. Stephenson for his service and naming him a President Emeritus of Northwest Florida State College, as presented.**

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

- k. Organization of the Board (Presenters: Devin Stephenson)

 [Organization of the Board Memorandum.docx](#)

 [Role of the Board Chair and Vice Chair.docx](#)

 [Responsibilities of the Board of Trustees.docx](#)

**Motion: The Board of Trustees approves Lori Kelley as the Board Chair for 2024-2025.**

Motion moved by Don Litke and motion seconded by Rudy Wright. Vote For: Fosdyck, Goff, Harrison, Litke, Kelley, Peacock, Ward, Wright

**Motion: The Board of Trustees approves Rudy Wright as the Board Vice Chair for 2024-2025.**

Motion moved by Rhea Goff and motion seconded by Tanner Peacock. Vote For: Fosdyck, Goff, Harrison, Litke, Kelley, Peacock, Ward, Wright

### 3. Informational/Discussion Items

- a. Nursing Building Donor Recognition (Presenters: Chris Stowers)

 [Nursing Building Donor Recognition Memorandum.docx](#)

 [Nursing Building Donor Recognition Supporting Material.docx](#)

 [Nursing Building NEW Floorplans - with Donor Names Locations.pdf](#)

 [Nursing Building OLD Floorplans - with Donor Names Locations.pdf](#)

- b. Grants Development Listing (Presenters: Cristie Kedroski)

 [Grants Development Listing Memorandum.docx](#)

 [Grants Development Listing Support Materials.pdf](#)

- c. Legal Claims Listing (Presenters: Whitney Rutherford)

 [Legal Claims Listing Memorandum.docx](#)

-  [Legal Claims Listing Supporting Materials June 2024.pdf](#)
- d. Change Orders over \$325,000 (Presenters: Tanner McKnight)  
 [Change Orders Over \\$325,000 Memorandum.docx](#)
- e. Purchasing Expenditures over \$65,000 Not Requiring Board Approval (Presenters: Tanner McKnight)  
 [Purchases over \\$65,000 Not Requiring Board Approval Memorandum.docx](#)  
 [Purchases over \\$65,000 Not Requiring Approval Supporting Materials.xlsx](#)
- f. Financial Report (Presenters: Tanner McKnight)  
 [Financial Report Memorandum.docx](#)  
 [FY24 May Board Financial Report.pdf](#)  
 [Balance Sheet May 2024.pdf](#)
- g. Chair's Comments (Presenters: Lori Kelley)  
 Chair Kelley reminded the Board of the upcoming events.  
 Around the Room:  
 The trustees shared their congratulations and well wishes with Dr. Stephenson.
- h. President's Report (Presenters: Devin Stephenson)  
 Dr. Stephenson shared his thanks with the Board and NWFSC personnel for his time at the College.
4. Announcements  
 [Announcements.docx](#)
- F. Adjourn - 4:32 pm

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Dr. Cristie Kedroski, Interim President  
 Northwest Florida State College  
 and Corporate Secretary

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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.