



## Special Meeting - Executive Search Firm Minutes

Northwest Florida State College

Tuesday, July 16, 2024 at 3:00 PM CDT

@ South Walton Center, Room 119/120, 109 Greenway Trail, Santa Rosa Beach, FL 32459

### Attendance

#### Trustees:

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

#### Board Attorney:

Hayward Dykes

#### NWFSC Interim President:

Cristie Kedroski

#### NWFSC Faculty/Staff:

Tony Borella, Kevin Brown, Olivia Danner, Henry Mack, Tanner McKnight, Whitney Rutherford, Andrew Smith, Melissa Wolf

#### Guests:

Melania Armfield, Kenny Daugherty, Brianna Douglas, Tom Miller

I. Call to Order - 3:00 p.m.

II. Approval of Agenda

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

Motion moved by Cory Fosdyck and motion seconded by Rhea Goff. Vote for: Fosdyck, Goff, Kelley, Litke, Peacock, Ward, Wright

III. Public Comments

IV. Remote Attendance

**Motion: The Board of Trustees approves Trustee Harrison to attend remotely via conference phone.**

Motion moved by Cory Fosdyck and motion seconded by Don Litke. Vote for: Fosdyck, Goff, Kelley, Litke, Peacock, Ward, Wright

V. New Business

A. Sunshine Law and Presidential Searches (Presenters: Whitney Rutherford)

 [Sunshine Law and Presidential Searches Memorandum.docx](#)

B. Action Items

1. Presidential Job Description (Presenters: Rhea Goff)

 [President Job Description Memorandum.docx](#)

 [Draft President Job Description.docx](#)

**Motion: The Board of Trustees approves the presidential job description, as presented.**

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

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

2. Presidential Job Profile (Presenters: Rhea Goff)

 [President Job Profile Memorandum.docx](#)

 [Draft President Job Profile.pdf](#)

**Motion: The Board of Trustees approves the presidential job profile, as amended, such as removing "in a public institution" on page 2, adding a section for CHS and other relevant College data points, and updating photos. The Board directs staff to work with Myers McRae to make all necessary updates and authorizes the Search Committee Chair to approve the final profile prior to publication.**

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

3. Composition of the Presidential Search Committee (Presenters: Rhea Goff)

 [Composition of the Presidential Search Committee Memorandum.docx](#)

**Motion: The Board of Trustees appoints to the 2024 Northwest Florida State College presidential search committee the members of the Board of Trustees and the Chair of the Northwest Florida State College Foundation Board of Directors.**

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

C. Information Items

1. Next Steps in Presidential Search (Presenters: Rhea Goff)

 [Next Steps in Presidential Search Memorandum.docx](#)

VI. Adjourn - 3:57 p.m.

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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.