

## Minutes

Board of Trustees Meeting

Niceville Campus

Building 400, Morell Room 302

February 18, 2020, 1:11 p.m.

Brian S. Pennington, Chair

Lori Kelley, Vice Chair

Shane Abbott

Craig Barker

Reynolds Henderson – Call in Participant

Don Litke

Rudy Wright

Hayward Dykes, Board Attorney

Dr. Devin Stephenson, President

Others present: Randy White, VP for Business Operations and Finance; Cristie Kedroski, VP for College Advancement; Nate Slaton, VP for Student Success; Pauline Anderson, Dean, Research, Analytics, and Planning; Jack Capra, General Counsel; Cole Allen, Chief Information Officer; Bill Allison; Director, Professional and Workforce Training; Mariam Dittmann, Executive Director, Institutional Effectiveness; Michael Erny, Dean, Career Education; Chief Aaron Murray, Executive Director, Campus Safety and Security; Stephanie Linard, Executive Director, Academic Records and Enrollment; Sam Renfroe, Director, Grants Development; Sam Jones, Director, Facilities; Deidre Price, Dean, Academic Strategies, Innovation & Support; Dean Allen, Dean, Liberal Arts & Transfer; Dana Stephens, Chair, Math & Science Department; Charlotte Kuss, Dean of Health Sciences & Public Safety; Grace Stewart, Director, Radiography; Roberta Mackey, Executive Director, Human Resources; Dedria Lunderman, Director, Purchasing; Ramsey Ross, Athletic Director; Ed Rosentel, Executive Director, Finance and Accounting; Jeanette Shires, Director, Mattie Kelley Arts Center; Jared Taylor, Construction Trades Manager; Chris Nida, Coordinator, Technical Arts; Tony Borella, Sound Engineer; Julie Schrod, Executive Assistant to the President; Valerie Rojas, Executive Assistant to the President; Mike Griffith, Reporter, Bay Beacon

Call to Order

Brian S. Pennington, Chair

Approval of Agenda

The Board of Trustees unanimously approved the Agenda (Motion: Wright; Second: Kelley; Voted For: Pennington; Barker; Wright; Abbott, Henderson, Kelley, Litke).

Approval of Minutes

The Board of Trustees unanimously approved the Regular Meeting Minutes of January 21, 2020 (by prior electronic consent).

**CONSENT AGENDA**

The Board of Trustees unanimously approved the following items on the consent agenda (Motion: Kelley; Second: Wright; Voted For: Pennington; Barker; Wright; Abbott, Henderson, Kelley, Litke):

- Personnel Agenda
- Grants Development Listing
- Asset Retirement Listing

**ACTION AGENDA**

## TL 18.00: Faculty Credentials

The Board of Trustees unanimously approved TL 18.00: Faculty Credentials (Motion: Litke; Second: Barker; Voted For: Pennington, Wright; Abbott, Barker, Henderson, Kelley, Litke):

## Request to Advertise Board Policies

The Board of Trustees unanimously approved advertising Board Policies:

- TL 15.00 Definition of a Credit Hour (revision)
- HR 22.00: Child Abuse Reporting (revision)
- HR 24.00: Sexual Abuse/Violence Prevention

(Motion: Barker; Second: Henderson; Voted For: Pennington, Wright; Abbott, Barker, Henderson, Kelley, Litke)

Foundation FY 2019 Audited  
Financial Statements/IRS Form 990

The Board of Trustees unanimously approved acceptance of the NWF Foundation FY 2019 Audited Financial Statements and IRS Form 990, as presented. (Motion: Kelley; Second: Barker; Voted For: Pennington, Wright; Abbott, Barker, Henderson, Kelley, Litke)

## DSO Certification

The Board of Trustees unanimously approved the Direct Support Organization (DSO) Certification Check List, as presented. (Motion: Abbott; Second: Wright; Voted For: Pennington, Wright; Abbott, Barker, Henderson, Kelley, Litke)

## ITB 2019-2020-03

The Board of Trustees unanimously approved Dominguez Design-Build, Inc. for ITB 2019-2020-03: Walton Works DeFuniak Springs Campus Renovation and Additions, as presented. (Motion: Henderson; Second: Abbott; Voted For: Pennington, Wright; Abbott, Barker, Henderson, Kelley, Litke)

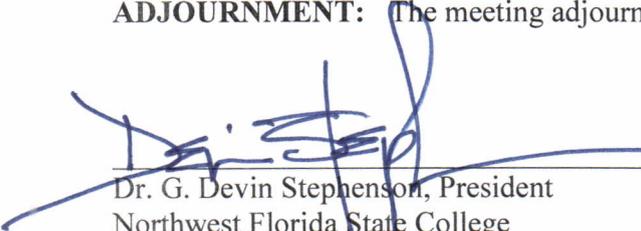
New Foundation Endowments	The Board of Trustees unanimously approved the Lucinda J. Frakes, Jeff and Leonora Claudio, and Scott Jackson Family Scholarship Endowment agreements, as presented. (Motion: Barker; Second: Kelley; Voted For: Pennington, Wright; Abbott, Barker, Henderson, Kelley, Litke)
NWFSC Strategic Planning Goals	The Board of Trustees unanimously approved the NWFSC Strategic Planning Goals, with changes. (Motion: Litke; Second: Wright; Voted For: Pennington, Wright; Abbott, Barker, Henderson, Kelley, Litke)

### INFORMATIONAL/DISCUSSION ITEMS

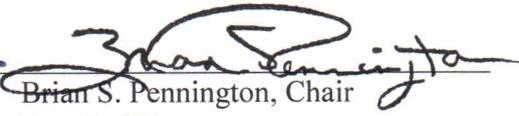
College Financial Reports	The Board members reviewed the College's monthly Statement of Revenues and Expenses, and the Investment Report for January 2020, as presented.
Purchases over \$65,000	The Board members reviewed the Purchases over \$65,000 since January 21, 2020, not requiring Board approval as presented.
Trustee Liaison Updates	Trustee Litke provided a report on Foundation activities and a summary of the Statement of Financial Position, the Statement of Activities, and the Investment Report as of December 31, 2019. Total assets are \$55,918,012 and Total Liabilities are \$27,500, bringing the Total Fund Balance to \$55,890,512. Total Revenues were \$4,091,519 and Total Expenses were \$1,727,580 for a Net Increase in Fund balance of \$2,363,939. Combined total holdings of the Merrill Lynch EMA and Vanguard Wellington accounts were \$51,019,740.  Trustee Wright expressed ISP's appreciation for support, with a special thank you to Ramsey Ross, Athletic Director.
Chair's Comments	Chair Pennington requested a presentation by Dr. Slaton and Pauline Anderson on College compliance in accordance with SACSCOC Principles.
President's Report	President Stephenson delivered the following report: <ul style="list-style-type: none"> <li>○ January 23<sup>rd</sup> - First President's Pop-Up Office outside of the Hangar to visit and answer questions with students, faculty and staff.</li> </ul>

- January 24<sup>th</sup> – The College held its 2020-2023 Strategic Planning Summit, where executive leadership collaborated with community influencers to help develop the College's new Mission, Vision, and Values.
- January 28<sup>th</sup> – NWFSC Teacher education was listed as one of the highest performing programs in the State, by the National Council on Teacher Quality Teacher Prep Review. And was one of 16 colleges who received an "A" grade in Early Reading Instruction.
- January 29<sup>th</sup> – 9 NWFSC students were selected for the Phi Theta Kappa All Florida Academic Team.
- January 29<sup>th</sup> – NWFSC Nursing had an outstanding on-site visit from their accrediting agency ACEN and received preliminary reaffirmation for reaccreditation.
- January 31<sup>st</sup> – Home Builders Institute held their official ribbon cutting ceremony for their new location in building 520 on the Niceville campus.
- February 4 & 5<sup>th</sup> – The 2019-2020 President's Leadership Academy visited Tallahassee, to meet with our local legislators and gain a greater understanding of Florida's legislative process.
- February 5<sup>th</sup> – The 5-Star Sigma Mu Chapter of Phi Theta Kappa inducted 66 new members for spring 2020 and reaffirmed their 5-Star Chapter status for 2020, for the second year.
- February 5<sup>th</sup> – CHS Senior Victoria Salvador, received nominations to both West Point AND the U.S. Air Force Academy from Congressman Matt Gaetz.
- February 7<sup>th</sup> – Raider Arena hosted the All Sports Association FCA Breakfast, with keynote speaker D.T. Shackelford.
- February 7<sup>th</sup> – Dr. Stephenson threw out the first pitch for the Raider Baseball's 2020 home opener.
- February 8<sup>th</sup> – NWFSC Welding program hosted an intro to welding course in association with UWF Mechanical and Electrical Engineering.
- Major Gifts Campaign – NWFSC Foundation received multiple donations including a newly endowed scholarship by Jeff & Leonora Claudio to support EMS students, a scholarship by the Okaloosa Public Arts for fine and performing arts students, and a donation from the Emerald Coast Foundation.

**ADJOURNMENT:** The meeting adjourned at 2:29 p.m.



Dr. G. Devin Stephenson, President  
Northwest Florida State College  
And Corporate Secretary



Brian S. Pennington, Chair  
Board of Trustees  
Northwest Florida State College

Please note: 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.