

**Northwest Florida State College Foundation
Governance Committee Meeting**

April 12, 2023 at 11:30 a.m.
Room #308, Building 400

AGENDA

- I. Call to Order
- II. Approve Minutes from February 15, 2023 Committee Meeting
- III. 2023-24 Slate of Officers and Directors
- IV. Review & Approval of the Foundation Mission
- V. Review & Approval of the NWF State College / Foundation Memorandum of Understanding
- VI. Review of Foundation Policies & Procedures
- VII. Board Assessment Survey
- VIII. Other Business
- IX. Adjourn

NWFSC Foundation Governance Committee Meeting
February 15, 2023
Room 308, Student Success Building

Members Present:

Cindy Frakes
Dave Jefferson
Bo Arnold

Don Litke
Ken Wampler
Kim Kirby

Staff Present:

Wendy McAdams Dorr
A'isha Cristobal
Conner Rogers

Jennifer Bernich
Chris Stowers

Absent:

Rhonda Skipper

Vince Mayfield

Call to Order:

Mr. Wampler called the meeting to order at 11:33 a.m.

Approval of Minutes:

The minutes of the September 14, 2022 committee meeting were approved. **Motion to approve minutes, Dr. Arnold; Second, Ms. Kirby. Motion carried unanimously.**

Approval of Phone Conference:

Mr. Jefferson was present via teleconference. **Motion to approve teleconference with Mr. Jefferson, Ms. Frakes; Second, Gen. Litke. Motion carried unanimously.**

Directors – Eligible for Second Term Appointments:

Mr. Stowers reviewed the directors whose board terms will expire June 2023 and those eligible for reappointment (Alan Wood, Destin Cobb, Cindy Frakes, Todd Grisoff, Dave Jefferson, Steve Rhodes, Rhonda Skipper, and Cecil Williams). After a brief discussion, the committee came to the consensus to reappoint those interested in a second term (Destin Cobb, Cindy Frakes, Todd Grisoff, Steve Rhodes, Cecil Williams). Alan Wood's term will be extended for one additional year to serve as Chair. Bo Arnold will serve as ex-officio as Past Chair.

Foundation Nominations – New Directors:

Mr. Stowers presented the candidates nominated to begin a three year appointment beginning July 1 2023; Fran Hendricks, Zach McCluskey, Wendy McAdams Dorr, Fred Leopold, Timothy McCool, Neko Stubblefield. The committee was in agreement and recommends Mr. Stowers meet with each candidate, along with the person who nominated her/him, and provide feedback at next Governance meeting. Upon review at the April 12, 2023 meeting, the full slate of officers and directors will be forwarded to the Board for approval.

Foundation Nominations – Chair/Vice Chair:

Mr. Wampler reviewed the process of advancing leadership. It was noted that, while the process is not in policy, the practice and understanding is that members move through the leadership ladder from treasurer to vice chair and vice chair to chair. However, the candidates must be voted on annually. The committee agreed to continue with the current progression.

Foundation Nominations - Treasurer:

Mr. Stowers presented the nominee for Treasurer, Cindy Frakes. General Litke placed Brian Pennington's name in nomination. Mr. Stowers agreed to follow-up to determine his interest in serving. The committee agreed both would be ideal for appointment.

Upcoming Items:

Mr. Stowers provided a brief update regarding items that will be covered during the next Governance meeting; Review of Foundation Policies/Bylaws, Review of NWF State College/Foundation MOU, and Board Assessment Survey.

Next Meeting:

The next meeting will be held April 12, 2023 at 11:30 a.m.

Adjournment:

With there being no further business, the meeting was adjourned at 12:11 p.m.

Ken Wampler, Governance Committee Chair

Date

Chris Stowers, Secretary

Date

MEMORANDUM

TO: NWF State College Foundation Governance Committee

FROM: Chris Stowers

DATE: April 12, 2023

SUBJECT: 2023-24 Slate of Officers and Directors

2023-24 NWFSC Foundation Slate of Officers and Board of Directors

Slate of Officers:

Chair: Alan Wood, CCB Bank
Vice Chair: Jonathan Ochs, Trustmark Bank
Treasurer: Cindy Frakes, ERA American Real Estate
Secretary: Chris Stowers, Executive Director
Past President: Bo Arnold

Slate of Directors (serving three year term from 2023-24 through 2025-26):

Alan Wood (one-year term for officer position)
Destin Cobb, Carr, Riggs & Ingram
Cindy Frakes, ERA American Real Estate
Todd Grisoff, Active Marketing Group
*Fran Hendricks
*Wendy McAdams Dorr
*Zach McCluskey, HCA Florida Destin-Fort Walton Beach Hospital
*Tim McCool, MTSI, 3rd Planet Brewery & Crumble Cookie
Steve Rhodes, CHELCO
* Neko Stubblefield, Eglin Federal Credit Union
Cecil Williams, Gregg Chapel AME Church

**indicates new appointment*

Recommendation:

The Governance Committee approves the 2023-24 Slate of Officers and Directors for presentation to the Foundation Board.



Form Name: Foundation Candidate Nomination
Submission Time: January 24, 2023 4:32 pm
Browser: Safari 16.2 / OS X
IP Address: 47.221.5.65
Location: 30.0529, -95.1783

Description Area	Foundation Board CandidateNomination
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Nominator's Name	Cindy Frakes
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Nominator's Email	cfrakes64@gmail.com
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Description Area	
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Candidate Information

Candidate's Name	Fran Hendricks
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Candidate's Address	48 country club rd Shalimar, FL 32579
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Candidate's Phone	(703) 283-3587
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Candidate's Email	fcashedricks@msn.com
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Candidate's County of Residence	Okaloosa County
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Candidate's County of Work Place	Okaloosa County
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Candidate Screening

Description Area	Screening criteria to consider for the next few questions:Do they have strong character? (i.e. No known history of behavior that would reflect adversely on the College or the Foundation - criminal, unethical, shameful - and can they pass the Washington Post test?)Do they support our cause? Are they involved with the college (Raider Athletics, NFSO, Arts Center Activities, Alumnus, ISP, etc.)?Are they willing and able to serve (commitment of time and energy)?Are they a team player?
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How long have you known this person and in what capacity?	Fran and I serve on the Emerald Coast Military Affairs together. Fran is vice chair and in that capacity often has to conduct the board meeting or serve as MC/moderator for a membership. He does both with calmness and grace.
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Why do you think this person would make a good board member?	He's an experienced leader, retired General Officer, USAF. He's used to taking action and getting things done.
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What skills would candidate bring to the Board? Have you ever served on a committee or board with the prospective candidate?	Yes, see above.
Is candidate an alumni of Northwest Florida State College?	No
Would candidate contribute to the diversity of our Board?	Yes, with background coming from the military rather than business, finance or education.
Additional Information	Fran is also a very pleasing person, easy to get along with, good communicator. We would be fortunate to have him on our board.



Form Name: Foundation Candidate Nomination
Submission Time: February 9, 2023 9:00 am
Browser: Chrome 109.0.0.0 / Windows
IP Address: 184.187.38.220
Location: 30.5762, -87.0676

Description Area Foundation Board CandidateNomination

Nominator's Name Jim Bagby

Nominator's Email jamesbbagby@gmail.com

Description Area

Candidate Information

Candidate's Name Wendy McAdams Dorr

Candidate's Address 911 Sunset Bay Court
Shalimar, FL 32579

Candidate's Phone (678) 994-3181

Candidate's Email wmcadamsdorr@gmail.com

Candidate's County of Residence Okaloosa County

Candidate's County of Work Place Okaloosa County

Candidate Screening

Description Area Screening criteria to consider for the next few questions:Do they have strong character? (i.e. No known history of behavior that would reflect adversely on the College or the Foundation - criminal, unethical, shameful - and can they pass the Washington Post test?)Do they support our cause? Are they involved with the college (Raider Athletics, NFSO, Arts Center Activities, Alumnus, ISP, etc.)?Are they willing and able to serve (commitment of time and energy)?Are they a team player?

How long have you known this person and in what capacity? Slightly less than a year. We first met when she was hired to help with the finances of the Foundation.

Why do you think this person would make a good board member? I have been singularly impressed with Wendy's commitment to the college, its events and activities. She is an enthusiastic participant not because she has to be, but because she wants to be. As she moves from the success phase of her life to the significance phase, I believe she can make an impact on our Foundation.

What skills would candidate bring to the Board? Have you ever served on a committee or board with the prospective candidate?	Wendy possesses numerous skills that could benefit NWFSC and the Foundation. Besides her accounting and financial skills, she possesses excellent interpersonal skills, superb management skills and great communication skills.
Is candidate an alumni of Northwest Florida State College?	No
Would candidate contribute to the diversity of our Board?	I am not sure what you mean by this question. If you means in terms of her gender, her age or something similar, then I don't know because I don't track those demographics for our board. I do believe she will add diversity of thought and experiences to our board.
Additional Information	I know some people might be hesitant to have Wendy on our board, but I hope that very narrow opinion would be overruled by the more experienced leadership in this group.



Form Name: Foundation Candidate Nomination
Submission Time: February 9, 2023 8:09 am
Browser: Chrome 109.0.0.0 / Windows
IP Address: 204.49.80.2
Location: 30.515, -86.4844

Description Area Foundation Board CandidateNomination

Nominator's Name Bernard Johnson

Nominator's Email bernard.johnson@nee.com

Description Area

Candidate Information

Candidate's Name Zach McCluskey

Candidate's Address HCA Florida Fort Walton - Destin Hospital
1000 Mar Walt Dr.
Fort Walton Beach, FL 32547

Candidate's Phone (615) 430-8499

Candidate's Email Zachary.McCluskey@hcahealthcare.com

Candidate's County of Residence Okaloosa County

Candidate's County of Work Place Okaloosa County

Candidate Screening

Description Area Screening criteria to consider for the next few questions:Do they have strong character? (i.e. No known history of behavior that would reflect adversely on the College or the Foundation - criminal, unethical, shameful - and can they pass the Washington Post test?)Do they support our cause? Are they involved with the college (Raider Athletics, NFSO, Arts Center Activities, Alumnus, ISP, etc.)?Are they willing and able to serve (commitment of time and energy)?Are they a team player?

How long have you known this person and in what capacity? I have known Zach since he moved to town to become the CEO of HCA Florida Fort Walton-Destin Hospital. I serve on the Board of Directors of the hospital and he has been a great addition to the hospital's leadership as well as to the community.

Why do you think this person would make a good board member?

While he is still somewhat new in town, Zach is quickly becoming very well connected in the community. He is the CEO of one of the major employers in the region as well as one of the key healthcare providers. He understands the needs of the healthcare community and will be a great advocate for the many programs the college offers. His hospital has been closely connected to NWFSC for many years - including one of the early donors/partners to help launch the nursing program. Fort Walton Beach Medical Center (old name) has had many great leaders serve on the Foundation Board and Zach would be a great fit.

What skills would candidate bring to the Board? Have you ever served on a committee or board with the prospective candidate?

Zach would bring a healthcare and business mind to the board as well as connections to the physician and medical community. As CEO, he is a team builder and connector.

I currently serve on the Board of Directors of his hospital. Dr. Stephenson also serves on this Board and strongly endorses him.

Is candidate an alumni of Northwest Florida State College?

No

Would candidate contribute to the diversity of our Board?

He would represent the healthcare community - of which our board is currently lacking.

Additional Information

Zach is eager to get more connected in the community and has a great interest in the college and supporting our many partnerships.



**NORTHWEST FLORIDA
STATE COLLEGE
FOUNDATION**

Form Name: Foundation Candidate Nomination
Submission Time: February 10, 2023 3:32 pm
Browser: Chrome 109.0.0.0 / Windows
IP Address: 70.188.227.196
Location: 30.515, -86.4844

Description Area Foundation Board CandidateNomination

Nominator's Name Stanley Siefke

Nominator's Email ssiefke@cox.net

Description Area

Candidate Information

Candidate's Name Timothy McCool

Candidate's Address 2181 Chase Dr
Niceville, FL 32578

Candidate's Phone (850) 502-9952

Candidate's Email tsmaccool@cox.net

Candidate's County of Residence Okaloosa County

Candidate's County of Work Place Okaloosa County

Candidate Screening

Description Area Screening criteria to consider for the next few questions:Do they have strong character? (i.e. No known history of behavior that would reflect adversely on the College or the Foundation - criminal, unethical, shameful - and can they pass the Washington Post test?)Do they support our cause? Are they involved with the college (Raider Athletics, NFSO, Arts Center Activities, Alumnus, ISP, etc.)?Are they willing and able to serve (commitment of time and energy)?Are they a team player?

How long have you known this person and in what capacity?

I've known Tim since 1992, over thirty years, and I have known Tim in four different relationships during those thirty-plus years.

From 1992-1999, I knew Tim as his supervisor in the United States Air Force. Tim was a intermediate level Captain who worked for in a classified organization doing Special Access Required developmental.

When I retired from the USAF in 1999, I became a Department of Defense contractor, whom Tim enabled to get me into the Joint Air-to-Surface Standoff Missile AGM-158 JASSM program office. Tim was my government POC for the contract.

Around 2009-10, Tim retired from the USAF as a Lt Col and I was able to hire him into my company, Modern Technology Solutions, Inc (MTSI) working as a low observables (stealth) engineer. He is still employed by MTSI today.

Finally, when I finally "retired-retired" in 2022, I now know Tim as a business entrepreneur and friend.

Why do you think this person would make a good board member?

Tim, through his local Niceville business -- 3rd Planet Brewery -- is well known in the local community.

He has a strong connection with the local Chamber of Commerce and tremendous dedication to advancing the community-business relations here in the local area.

He has strong skills in organizing fundraising activities in the local community.

What skills would candidate bring to the Board? Have you ever served on a committee or board with the prospective candidate? Tim is a self-starter, as evidenced by his opening up a highly successful, local brewery. He was that way in the USAF also - given a task, he needed little, if any, oversight to accomplish the mission without error in purpose or direction.

He is a team player and wants to definitely contribute to the well-being of the local community. He currently serves on the Niceville Chamber of Commerce representing his business, 3rd Planet Brewery.

He and his wife, Sue, are always interested in supporting fund raising efforts at his business that support the community such as chili cook-offs for the Crisis and Aid for Littles and Moms (CALM) 501-c charity organization or holding giant bonfire fund raisers for the Niceville 4th of July Fireworks campaign.

He is a strong family man who is dedicated to ensuring his children are raised properly and have fine educations. He is the proud father of three daughters, one of which is a Notre Dame graduate and now a Lt Col in the USAF and another who is a college graduate and USAF civil servant.

Is candidate an alumni of Northwest Florida State College?

No

Would candidate contribute to the diversity of our Board?

Tim possesses a strong and broad background of experience, from a superior 20+ year USAF career as an electrical engineer (stealth developer for USAF), to his business acumen (multi-million dollar 3rd Planet Brewery business), and finally, an overall level-headed approach to life and problem solving while still married to his high school sweetheart, Sue, and raising three wonderful young ladies.

Additional Information

Has potential to be another Dave Costa-like fund raiser or fund contributor. I trained Dave also during my tour at Eglin AFB FL!!!!



NORTHWEST FLORIDA
STATE COLLEGE
FOUNDATION

Form Name: Foundation Candidate Nomination
Submission Time: February 10, 2022 5:37 pm
Browser: Mozilla rv:11.0 / Windows
IP Address: 155.109.179.102
Location: 27.2621, -80.3835

Description Area Foundation Board CandidateNomination

Nominator's Name Bernard Johnson

Nominator's Email Bernard.johnson@FPL.com

Description Area

Candidate Information

Candidate's Name Neko Stubblefield

Candidate's Address Eglin Federal Credit Union
Fort Walton Bch, FL 32548

Candidate's Phone (850) 542-3770

Candidate's Email nstubblefield@eglinfcu.org

Candidate's County of Residence Okaloosa County

Candidate's County of Work Place Okaloosa County

Candidate Screening

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How long have you known this person and in what capacity? 15 years

Why do you think this person would make a good board member? Great community involvement and very respected. Likes to stay busy.

Is candidate an alumni of Northwest Florida State College? Not Sure

Would candidate contribute to the
diversity of our Board?

Yes

M E M O R A N D U M

TO: NWF State College Foundation Governance Committee

FROM: Chris Stowers

DATE: April 12, 2023

SUBJECT: Review of the Foundation Mission

Foundation staff recommend an annual review of the Foundation mission, which is:

The Northwest Florida State College Foundation utilizes your gifts to support the college, enhance our community, and improve students' lives.

Recommendation:

The Governance Committee approves the Foundation mission, as presented.

M E M O R A N D U M

TO: NWF State College Foundation Governance Committee

FROM: Chris Stowers

DATE: April 12, 2023

SUBJECT: Review FY2024 NWFSC/Foundation MOU

A written memorandum of understanding (MOU) between the Foundation and the College outlining the mutual commitments between the two entities is required. The MOU is to be reviewed by the finance and governance committees and then approved by the Foundation Board.

Expenses associated with the Foundation's FY 2024 operating budget will be updated in accordance with the final, board-approved budget.

RECOMMENDATION:

The Foundation Governance Committee approves the Northwest Florida State College and NWFSC Foundation MOU.

**Memorandum of Understanding
between Northwest Florida State College
and the Northwest Florida State College Foundation
Fiscal Year 2024**

This Memorandum of Understanding is between Northwest Florida State College and Northwest Florida State College Foundation, Inc., (d.b.a. NWFSC Foundation). The NWFSC Foundation (henceforth referred to as “Foundation”) was organized and incorporated in 1988 as a direct support organization, as defined by Florida Statute 1004.70, of Northwest Florida State College (henceforth referred to as the “College”).

The purpose of the Foundation is to assist in the achievement of the College’s mission by soliciting, administering, and optimizing private gifts, bequests, and donations to support the College’s students and to enhance teaching and learning at the College. The Foundation exists to raise and manage private resources supporting the mission and priorities of the College, provide opportunities for students, and to enhance institutional excellence. The Foundation is dedicated to assisting the College by fostering a culture of philanthropy, growing the endowment, and providing financial and other support for long-term academic and other College priorities.

In consideration of the mutual commitments herein contained, the parties agree as follows:

GOVERNANCE

The College’s Board of Trustees (henceforth referred to as “Trustees”) is responsible for overseeing the mission, leadership and operations of the College and for setting priorities and long-term plans for the College.

The Foundation’s Board of Directors (henceforth referred to as the “Board”) is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts consistent with donor intent.

FOUNDATION NAME AND LOGOTYPE

Consistent with its mission to help to advance the plans and objectives of the College, the Foundation is granted the use of the name, Northwest Florida State College Foundation; the Foundation has the authority to use the College’s name and logotype and other identifying marks in the promotion of its business and activities.

COLLEGE RESPONSIBILITIES

The President of the College is responsible for communicating the College’s strategic priorities and long-term philanthropic plans, as approved by the Trustees, to the Foundation.

The College recognizes that the Foundation is a separately incorporated 501(c)(3) organization with the authority to keep all records and data confidential consistent with both state and federal law and regulations.

At present, the Executive Director of the Foundation, reports directly to the Senior Vice President of the College and is responsible for all activities related to soliciting private support, establishing productive relationships with external groups, reporting of gifts, and Foundation development.

The President of the College, or his/her designee, shall serve as an ex-officio member of the Foundation Board, with no voting rights, and shall assume a prominent role in fundraising activities.

The Chair of the College's Board of Trustees, or his/her designee, shall serve as a member of the Foundation Board, with voting rights.

The College shall make available to the Foundation records and information concerning students or alumni of the College in accordance with requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974, and any amendments and regulations adopted under the Act.

The College recognizes that the Foundation bears the major responsibility for private sector fundraising. College representatives and affiliated program, such as the Choctawhatchee Basin Alliance (CBA), and Northwest Florida Symphony Orchestra (NFSO), will coordinate fundraising initiatives, including major gift solicitations, with the Foundation.

The College President and senior administrators will work in conjunction with the leadership of the Foundation Board and the Foundation Executive Director to identify, cultivate and solicit prospects for private gifts.

FOUNDATION RESPONSIBILITIES

The Foundation shall maintain its status as a separately incorporated 501(c)(3) nonprofit, direct-support organization, created to raise, manage, distribute, and steward private resources to support the various priorities of the College.

The Foundation is responsible for the performance and oversight of all aspects of its operations based on its comprehensive set of bylaws and policies that clearly address the Board's fiduciary responsibilities, including expectations of individual Board members based upon ethical guidelines.

The Foundation shall obtain Board of Trustee approval on all Foundation policies.

The Foundation will seek Board of Trustee approval on all endowments and all facility/classroom namings that name property of the College in perpetuity. The Foundation shall not financially obligate or encumber the College in any manner without the prior written consent of the Board of Trustees. Capital construction funds on College property supported in whole or in part by Foundation funds shall comply with all applicable College and State of Florida procedures and requirements governing such projects.

The Foundation is responsible for establishing an annual operating budget.

Fundraising

The Foundation Executive Director, in consultation with the College President and Foundation Board, is responsible for planning and executing comprehensive fundraising and donor-acquisition programs in

support of the College's mission. These programs include but are not limited to annual giving, major gifts, planned gifts, special projects, private foundation solicitations and campaigns as appropriate.

The Foundation will establish, adhere to, and periodically assess its gift-management and acceptance policies. It will promptly acknowledge and issue receipts for all gifts on behalf of the Foundation and the College and provide appropriate recognition and stewardship of such gifts.

The Foundation shall ensure the protection of donor/student confidentiality and rights.

Asset Management

The Foundation will establish prudent asset allocation, disbursement and spending policies that adhere to applicable federal and state laws, including the Uniform Prudent Management of Institutional Funds Act (UPMIFA).

The Foundation will receive, hold, manage, invest and disburse contributions of cash, securities, patents, copyrights and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred gift instruments.

The Foundation will engage an independent accounting firm annually to conduct an audit of the Foundation's financial and operational records. The Foundation will comply with all requirements mandated by law and present to the Board of Trustees financial reports approved by the Foundation Board and the annual audited financial statements of the Foundation, including management letters and IRS Form 990. The Foundation will supply audited financial statements in conformity with generally accepted accounting principles (GAAP) to be included with the College's annual financial report submitted to the State of Florida.

FINANCES AND ADMINISTRATION

Transfer of Funds

The Foundation is the primary depository of private gifts and will transfer funds and/or physical assets to the College in compliance with applicable state and federal laws or regulations, College policies and gift agreements.

Foundation funds are acknowledged by the College and the Foundation to be supplementary to state appropriated, county appropriated, and tuition funds, and are not a substitute thereof.

When distributing gift funds to the College, the Foundation will disclose any terms, conditions, or limitations imposed by the donor or any legal determination on the gift. The College will abide by such restrictions and provide appropriate documentation.

The Foundation's disbursements to and or on behalf of the College must be reasonable, support the College, be consistent with donor intent, and not in conflict with Board of Trustee policy or applicable state and federal laws or regulations.

The Foundation will continue to operate with no employees. The College will provide services to the Foundation, as needed, and any employees who provide such services will remain College employees and be compensated, supervised, and evaluated in accordance with College policies and procedures.

Personal Services (as noted in Florida Statute 1004.28 (3b))

The Foundation will compensate the College for seventy-five percent of the College's Foundation personnel cost in the amount of \$299,520 for fiscal year 2024, as approved by the Foundation Board and set forth in the Foundation's annual operating budget.

Operational and In-Kind Support

In consideration of the Foundation's services to the College the institution may, as approved by the President, provide operational support as allowed under §1004.70. This may include support for expenses such as travel and printing.

In consideration of the Foundation's services to the College and to ensure adherence to state policy and procedure, the College will, as approved by the President, provide in-kind support such as staff, office space, technology, utilities, payroll processing, purchasing and procurement, marketing and public relations, and other support services as the President may deem appropriate.

A review of Foundation personnel duties, based on time and effort, shall occur annually. This review will outline percentage of work attributable to Foundation duties vs. non-Foundation duties. For fiscal year 2024, personnel in-kind support will be prorated according to the chart below.

Position/Employee	% of Duties Specific to Foundation	% of Duties Non-Foundation	FY 2024 Anticipated Non-Foundation Duties
Executive Director, Foundation	90%	10%	-representation at Chamber and other community meetings
Director of Development	90%	10%	-representation at Chamber and other community meetings
Coordinator, Donor Relations & Communications	90%	10%	-special event planning for non-fundraising functions -manage scholarships to assist the college in awarding aid to students
Foundation Accountant/Operations Manager	90%	10%	-provides support to college personnel on how to access Foundation funds held by college -extensive preparation in preparing college information for academic affairs on program support funds -scholarship detail/reconciliation
Office Specialist II- College Advancement	90%	10%	-college requisitions for college advancement -staff assistant duties for non-Foundation departments

The Board of Trustees authorizes the Foundation to use College property and facilities. In-kind calculations for facility utilization shall be based on the following rates provided by the College. The final reportable figure for the value of services and facilities furnished by the College shall be prorated based on the time and effort percentages listed above.

Facilities/Overhead Cost	Bldg 400
Foundation Facility Use in Square Feet	1,890
Maintenance Facility Use in Square Feet	90
Total Facility Square Feet	1,980
Facility multiplier (.14 per square foot x 12 months)	\$1.68
Facility Cost	\$3,326
Furniture/Equipment (annual amount)	\$600
Technology (\$80/month)	\$960
Utilities (\$1.35/sf annual * (237/365 days) * 1,890 sf)	\$1,657
Total Furniture/Tech/Utilities	\$3,217
Total Annual Cost	\$6,537

MISCELLANEOUS TERMS

To ensure effective achievement of this Memorandum of Understanding, the College and the Foundation representatives shall work to maintain productive relationships and to ensure open and continuing communications and alignment of priorities.

The foregoing is in compliance with Florida Statutes governing State Colleges, their Trustees, Presidents, and direct support organizations including, but not limited to §1004.70.

This Memorandum of Understanding shall be updated and approved annually by the Foundation Board and the Board of Trustees.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers.

Signature page attached.

Authorized by:

William "Bo" Arnold
Chair, NWFSC Foundation Board
Date: _____

Dr. Devin Stephenson
President, Northwest Florida State College
Date: _____

Lori Kelley
Chair, Northwest Florida State College Board of Trustees
Date: _____

Chris Stowers
Executive Director
Northwest Florida State College Foundation
Date: _____

M E M O R A N D U M

TO: NWF State College Foundation Governance Committee

FROM: Chris Stowers

DATE: April 12, 2023

SUBJECT: Review of Foundation Bylaws/Policies

Annually, staff conducts a review of Foundation policies, which may be found within the Resources section of OnBoard and on the Foundation's website here:
<https://nwfscfoundation.org/about/policies-financials/>

Staff has reviewed the bylaws/policies and have no recommended edits.

M E M O R A N D U M

TO: NWF State College Foundation Governance Committee

FROM: Chris Stowers

DATE: April 12, 2023

SUBJECT: Board Assessment Survey

It was determined that the Board Assessment survey will be sent to board members following the May 2023 board meeting. The survey will be distributed through OnBoard.

The survey questions are enclosed.

The results will be shared at the next Governance Committee Meeting.

Board Assessment Questions

1. I feel adequately connected to Northwest Florida State College and understand its mission and vision.
2. I understand the role of the Foundation as it relates to Northwest Florida State College.
3. I understand my role in the annual fundraising goals and plans.
4. I actively contribute during the Foundation Board meetings.
5. I actively contribute during the committee meetings.
6. I believe I am satisfying my commitment, in regards to attendance, at Foundation Board meetings and committee meetings.
7. The time spent in Foundation Board meetings and committee meetings is used efficiently and effectively.
8. I have the necessary information from College employees to be an effective Board member.
9. Serving on the Foundation Board is personally rewarding to me.
10. The combined knowledge and experience of the Foundation Board members match the needs of the Foundation.
11. I have the staff support and other resources I need to be effective.
12. I would like the Foundation to host additional training opportunities (if yes, please indicate what type of training you would like in the comments section).
13. The staff members that serve the Foundation Board are professional, ethical, competent and responsive.
14. The strengths of the Foundation Board are:
15. The opportunities of the Foundation Board are:
16. My strengths, as related to my service on the Foundation Board, are:
17. My opportunities, as related to my service on the Foundation Board, are:
18. Would you be willing to serve in a leadership position with the Foundation?