

The Collegiate School at Florida State University, Panama City Board

Meeting Tuesday, July 25, 2023

10:00am CST (11:00am EST)

Attendees: Debbi Whitaker, Robert Schoen, Kevin Forehand, Irvin Clark, Tyler Towne, Judy Hughes, Margaret Gamble, Dan Nix, Elizabeth Crown, the new faculty/staff for TCS

Board Members Absent: Mrs. Jillian Gregory

- I. Call To Order and Welcome
 - Dr. Forehand called the meeting to order at 10AM CST.
- II. Notice of Meeting
 - On public website
- III. Public Comment
 - None.
- IV. Approval of Minutes from June 27, 2023
 - Dr. Tyler Towne motioned.
 - Dr. Robert Schoen seconded.
 - Motion passed unanimously.
- V. Director's Report

Debbi Whitaker, Director, The Collegiate School at FSU Panama City

- a. Enrollment
- b. School Administration
- c. Curriculum and Instruction
- d. Governance
- e. Facilities
- f. Communication and Media
 - I. Community Outreach
 - Commissioning Ceremony: July 25th
 - Orientation: August 8th
 - 1st Day of Classes: August 10th
 - Grand Opening: September 29th
- g. Extracurricular Activities
- h. Department of Education
- i. Department of Defense Education

VI. New Business and Updates

- a) Review of The Collegiate School Budget
 - Dan Nix, Director, Finance & Administration*
 - Action Item:**
 - I. Requested Action: Approve the TCS Budget as presented.
 - Dr. Irvin Clark motioned.
 - Dr. Tyler Towne seconded.
 - Motion passed unanimously to approve the TCS Budget.

- b) Purchasing Cards for The Collegiate School
Dr. Kevin Forehand, Chair, The Collegiate School at FSU Panama City
Action Item:
II. Requested Action: Approval of P-Cards for Director and designated staff.
1. Dr. Irvin Clark motioned.
2. Dr. Tyler Towne seconded.
3. Motion passed unanimously to approval of P-Cards for Director and designated staff.
- c) Selection of Community Board Members
Dr. Kevin Forehand, Chair, The Collegiate School at FSU Panama City
Action Item:
III. Requested Action: Select three community voting board members.
1. NOTE: HOLD until after interviews are completed.
- d) Dual Enrollment Articulation Agreement
Dr. Elizabeth Crowe, Asst. Dean, FSU Panama City
Action Item:
IV. Requested Action: Approval of the Articulation Agreement with FSU and TCS.
1. Dr. Towne motioned.
2. Dr. Schoen seconded.
3. Motion passed unanimously approval of the Articulation Agreement with FSU and TCS
- e) Updates on Policies and Procedures for The Collegiate School
Dr. Kevin Forehand, Chair, The Collegiate School at FSU Panama City

The Board requested that a special called meeting be convened prior to August 10, the first day of school, for the approval of the Policies and Procedures. Director Whitaker will coordinate an acceptable date with Board Members, with documents forwarded to the Board for their review prior to the meeting.

VII. Open Forum for Board Members

VIII. Adjournment