

The Collegiate School at Florida State University, Panama City Board

Meeting Tuesday, June 27, 2023

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

Attendees: Randy Hanna, Debbi Whitaker, Gillian Gregory, Robert Schoen, Kevin Forehand, Irvin Clark, Tyler Towne, Denise Newsome, Judy Hughes, Margaret Gamble, Dan Nix, Maite Mahoney (Community Member)

- 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
 - Maite Mahoney – attending to learn more about the TCS.
- IV. Approval of Minutes from May 5, 2023
 - Dr. Gillian Gregory 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

II. New Business and Updates

- a. Selection of Auditing Firm
Dr. Kevin Forehand, Chair, The Collegiate School at FSU Panama City
Action Item:
 - I. Requested Action: Approve an auditing firm for TCS.
 - Dr. Irvin Clark motioned.
 - Dr. Gillian Gregory seconded.
 - Motion passed unanimously to select BKHM CPA.
- b. Discussion of General Counsel
Dr. Kevin Forehand, Chair, The Collegiate School at FSU Panama City
Action Item:
 - II. Requested Action: Approve a General Counsel for TCS.
 - Dr. Irvin Clark motioned.
 - Dr. Gillian Gregory seconded.
 - Motion passed unanimously to select Anchor Smith & Grimsley and Barron & Redding PA.

NOTE: Dean Hanna recommended both law firms – both approved – Dean Hanna to request law firms to make their fees closer in pricing.

- c. Approval of Assignment of Lease from FSU to TCS
Dr. Kevin Forehand, Chair, The Collegiate School at FSU Panama City

Action Item:

III. Requested Action: Approve assignment of lease.

- Dr. Gillian Gregory motioned.
- Dr. Robert Schoen seconded.
- Motion passed unanimously.

- b. Approval of the Execution of Agreements with FSU Departments for various services (ITS, Police, F&A and others)

Dr. Kevin Forehand, Chair, The Collegiate School at FSU Panama City

Action Item:

IV. Requested Action: Approve the execution of services.

- Dr. Irvin Clark motioned.
- Dr. Gillian Gregory seconded.
- Motion passed unanimously for Director Whitaker and Dr. Forehand to develop Memorandums of Understanding to meet the service needs of the TCS. They are required to develop funding thresholds to determine board involvement.

- b. Approval of the TCS Charter Agreement with FSU

Dr. Kevin Forehand, Chair, The Collegiate School at FSU Panama City

Action Item:

V. Requested Action: Approve the charter agreement.

- Dr. Gillian Gregory motioned.
- Dr. Irvin Clark seconded.
- Motion passed unanimously.

- b. Discussion of the Articulation Agreement with FSU and TCS

Dr. Elizabeth Crowe, Asst. Dean, FSU Panama City

- c. Presentation and Overview of the Budget

Dan Nix, Director, Finance & Administration, FSU Panama City

VI. Open Forum for Board Members

VII. Adjournment