

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 27, 2021**

Members Present: Mrs. Tami Cullens, Chair
Mr. Terry Atchley, Vice Chair
Mr. Tim Backer
Mr. Derren Bryan
Dr. Louis H. Kirschner
Mrs. Kris Y. Rider
Mr. Joe Wright
Dr. Thomas C. Leitzel, President/Secretary
Mrs. Pamela T. Karlson, College Attorney

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
Mr. Erik Christensen	Mr. Peter Elliott	Dr. Robert Flores
Ms. Cindy Garren	Ms. Debbie Gutierrez	Mrs. Tina Gottus
Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Mr. Keith Loweke	Ms. Tasha Morales
Mr. Jonathan Stern	Dr. Sid Valentine	Dr. Chris van der Kaay
Mrs. Teresa Vorous	Mrs. June Weyrauch	

Others Present: Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:03 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mrs. Tami Cullens.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Atchley made a motion, seconded by Mr. Wright, to adopt the amended agenda with the removal of Item 5.3.1 of the regular meeting held October 27, 2021 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Wright made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held September 29, 2021 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. Dr. Leitzel recommended that the Planning Workshop start time be moved from 10:00 a.m. to 11:00 a.m. as Dr. van der Kaay does not need the additional time for his report. Dr. Leitzel also recommended that the January 19 DBOT be moved due to a schedule conflict with the AFC Trustee Commission Legislative Conference in Tallahassee. The Board agreed with the time recommendation for the Planning Workshop and to move the January 19 DBOT meeting to January 26.

Mr. Wright requested that an updated DBOT Master Calendar be sent to the Board prior to the December DBOT meeting. Mrs. Bennett will publicly notice these calendar changes and get a revised calendar to the Board. Mr. Backer recommended that the Board still donate a raffle gift to the college for the Employee Holiday Luncheon. The Board agreed and Mr. Backer stated that he would take care of getting the raffle gift.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

None

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 The Division of Corporate and Continuing Education Update

Dr. Leitzel introduced Mrs. Tina Gottus to the Board. He stated that this area of the college has renewed focus, and its array of program offerings is impressive. Mrs. Gottus shared highlights of the past four years of Corporate and Continuing Education (CCE) and the restructure with new programs. Mr. Atchley thanked Mrs. Gottus for her presentation. He stated that the information sheet that was handed out needs to be shared with all the local Industrial Development Authority and Economic Development Commissions in the communities. Mrs. Cullens stated that the CCE program is on track with the QEP. Dr. Leitzel informed the Board that Senator Albritton recommended that the college apply for another legislative appropriation for an additional mobile welding lab. The college currently has a legislative appropriation application for a truck driving simulator.

Following Mrs. Gottus' presentation Mrs. Cullens announced that on October 15th Mrs. Lana Puckorius resigned as a District Board of Trustee. She stated that her seat will remain open until the Governor appoints someone. Since Mrs. Puckorius held the position as the Foundation Liaison, **Mr. Wright made a motion, seconded by Mr. Bryan, to approve the nomination of Mr. Backer as the new Foundation Liaison. Mrs. Cullens asked if there were any other nominations. There being none, Mrs. Cullens then called for a vote.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mr. Backer abstained. **Motion carried by unanimous vote.**

Mr. Atchley volunteered to review the monthly warrants. Mrs. Cullens thanked Mr. Backer and stated that the Board will miss Mrs. Puckorius.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of full-time professional staff; resignations; adjunct faculty 2021-22, academic year as needed as presented.

[\(EXHIBIT "A"\)](#)

5.2 Agreements and Contracts

5.2.1 Approved the renewal of an agreement between AdventHealth Polk South, Inc. and South Florida State College as presented. *[\(EXHIBIT "B"\)](#)*

5.3 Grant Awards

5.3.1 Consolidated Adult General Education Highlands
Removed from DBOT agenda

5.3.2 Carl D. Perkins V

Florida Department of Education (FDOE) \$245,344 – Postsecondary Programs

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register for September as presented.

[\(EXHIBIT "C"\)](#)

5.4.2 Property Deletion

Approved the deletion of College property from inventory records as presented.

[\(EXHIBIT "D"\)](#)

Mr. Atchley made a motion, seconded by Mrs. Rider, to approve the Consent Agenda, Items 5.1 through 5.4.2 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Valentine presented the curriculum proposals and gave a brief overview to the Board.

[\(EXHIBIT "E"\)](#)

Mr. Backer made a motion, seconded by Mr. Wright, to approve the curriculum proposals as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Ellucian Banner SaaS Upgrade

Mr. Elliott reported that the transition to Banner SaaS will improve the college's capacity to support students and faculty in a remote learning environment, enable the college to respond to future natural disasters such as hurricanes and pandemics in a more effective manner, and reduce the college's exposure to IT security threats by leveraging the IT security resources of this business partner. He stated the upgrade will improve college operations through the expanded utilization of the capabilities of the Banner software by reducing manual paper processes and improving document workflow in student services, HR/payroll, and finance.

[\(EXHIBIT "F"\)](#)

Mrs. Rider made a motion, seconded by Mr. Backer, to approve the the agreement with Ellucian Company, LP, to Banner SaaS pursuant the attached proposal dated October 10, 2021. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

8.2 Adjunct and Overload Pay Rate

Mr. Elliott gave a brief overview of the salary schedule pertaining to adjunct and overload pay rates. He stated that as part of the College's efforts to maintain competitive salary rates, he is recommending to increase adjunct and overload pay on average by 3% effective for classes and activities beginning after January 1, 2022. Mr. Elliott stated this is the same percentage increase that was provided to full-time faculty and staff when the FY22 Budget was approved by the Board.

Mr. Wright stated that he is glad the College is able to provide the increase for adjunct faculty.

(EXHIBIT "G")

Mr. Wright made a motion, seconded by Mr. Atchley, to approve amendments to the College Salary Schedule effective January 1, 2022, to implement a 3% increase to adjunct and overload pay rates pursuant to the schedule presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

9.0 REPORTS

9.1 Financial Report

Mr. Elliott reported on the graphs and a summary of revenues and expenditures compared to budgeted funds within the Operating Budget through September 2021.

(EXHIBIT "H")

Mrs. Cullens asked a question pertaining to receiving lottery funding in the upcoming fiscal year. Mr. Elliott addressed her questions and stated that it is too early to tell what will happen with funding for next year.

Dr. Leitzel commended Mrs. Teresa Vorous for her work as the Controller and how well she and Mr. Elliott work together. He thanked her for her continued good work.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$21,089.00** from September 1 through September 30, 2021. Mrs. Bateman reported that electrical work on one wing of the Hotel Jacaranda has been completed and work on the west wing will begin. She stated that plumbing in a couple of rooms has been completed and the company will be back during spring break. Mrs. Bateman stated that she received a quote to fix the windows at the Hotel Jacaranda. Mr. Wright asked why the quote was that high. Mrs. Bateman stated that it is due to the quantity and the extent of repair that needs to be done. Mrs. Bateman gave an update on the progress of the Student Residence Facility. Mrs. Bateman announced that Take Stock in Children has a finalist with the TSIC Leaders 4 Life scholarship, Mr. Braden Beaney from DeSoto High School. She stated that TSIC over the past ten years has had fourteen finalist and eight winners.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated 10/27/21.

II. In Development

A. Retired and Senior Volunteer Program (R.S.V.P.)

Corporation for National and Community Service \$52,034

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Reflected on the SACSCOC On-Site Visit. Dr. Valentine reported on the follow-up focus report to SACSCOC and the next steps in the reaffirmation process. Mrs. Cullens thanked Dr. Valentine for all his work.
2. ACEN On-Site Accreditation Update: Dr. Heston gave a brief background on accreditation visit. She shared that the College is compliant in all six standards and fifty-two criteria that were reviewed. Dr. Leitzel announced the we received a 100% pass rate on the LPN NCLEX.
3. Enrollment Update: Dr. Leitzel reported that summer FTE was up and fall FTE is projected to be flat.
4. FCS Enrollment Update Special Report: Dr. van der Kaay gave a brief overview of the Florida College System fundable FTE and how FTE is calculated. He reported on FTE trends. Dr. Leitzel shared that the FCS has a small college consortium that he participates in.
5. Tallahassee Update: Dr. Leitzel highlighted the Recognition Event for Senator Albritton held on October 25. Mrs. Bateman reported on her meetings with Representative Bell and Representative Tuck about appropriation requests while she was in Tallahassee. Mrs. Bateman is currently working with the college's lobbyist on the appropriations. Dr. Leitzel thanked Mrs. Bateman for her work in Tallahassee and with the lobbyist.
6. Announced the Veterans Day program will be held on the Highlands campus on Thursday, November 11.
7. Reminded the Board the Planning Meeting will begin at 11 a.m. and the regular meeting at 1 p.m.
8. Fall Commencement: Dr. Leitzel announced that fall commencement will be held on Thursday, December 16 beginning at 6:45 p.m.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mr. Backer stated that he had a good time at the ACCT Leadership Congress in San Diego and the sessions were very informative. He stated that everyone did a great job with the SACSCOC On-Site visit and wished everyone a Happy Thanksgiving.

Dr. Kirschner stated no report.

Mr. Bryan congratulated everyone on the SACSCOC On-Site visit. He stated that he would like to report on the ACCT Leadership Congress conference at a later time.

Mr. Wright reflected on the time when Mrs. Tina Gottus was hired and he appreciated her presentation today and her continued work. He shared that his father had recently passed away and he appreciated the flowers from the college and trustees.

Mrs. Rider reflected on the SACSCOC On-Site visit.

Mr. Atchley reminded that Board of the challenge request for contributions to the Ken Lambert Endowment. He presented Mrs. Bateman with a check from the City of Wauchula in the amount of \$16,500 for the endowment. He stated that he had a wonderful trip to San Diego for the ACCT Leadership Congress conference and that it was a great opportunity to learn as a new trustee. Mr. Atchley asked the Board to consider to approve a letter of support for him to be appointed to the ACCT Governance and Bylaws Committee. **Mr. Bryan made a motion, seconded by Mrs. Rider, to approve a letter of support for Mr. Atchley to request to be appointed to the ACCT Governance and Bylaws Committee.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider and Mr. Wright. Mr. Atchley abstained. **Motion carried by unanimous vote.** Mr. Atchley thanked Mrs. Cullens for her leadership role in ACCT.

9.7 Board Chair Report

Mrs. Cullens stated that she is grateful for Mr. Atchley being active and taking on leadership roles. She gave a brief overview of the ACCT Leadership Congress conference. Mrs. Cullens highlighted the diversity session that she attended and how expansive the term diversity is depending on your region. She thanked everyone for their support of the Board. Mrs. Cullens wished everyone a Happy Thanksgiving. She thanked Mr. Christensen for organizing and hosting the Veterans Day program.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:56 p.m.