

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JANUARY 26, 2022**

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

Excused: Mr. Derren Bryan

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
	Mr. Joseph Burke	Dr. Benjamin Carter, Jr.	Mr. Peter Elliott
	Ms. Cindy Garren	Mrs. Tina Gottus	Dr. James Hawker
	Ms. Michele Halle	Dr. Michele Heston	Mr. Don Kesterson
	Mrs. Melissa Kuehnle	Ms. Deborah Latter	Mrs. Michelle Leidel
	Mrs. Maria Machin	Dr. Deb Milliken	Ms. Tracey Osborne
	Mr. Paul Riso	Mrs. Theresa Tippie	Dr. Sid Valentine
	Dr. Chris van der Kaay	Mrs. June Weyrauch	Ms. Gabrielle Yost

Excused: Dr. Brent Ferns Mrs. Teresa Vorous

Others Present: Mrs. Barbara Kirschner Mr. Marc Valero, Highlands News-Sun

The regular meeting of the District Board of Trustees was called to order at 1:02 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. Wright made a motion, seconded by Mr. Backer, to adopt the agenda of the regular meeting held January 26, 2022 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 Planning Workshop Minutes

Mr. Atchley made a motion, seconded by Mrs. Rider, to approve the minutes of the planning workshop held December 8, 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.**

1.2.2 Regular Meeting Minutes

Dr. Kirschner made a motion, seconded by Mrs. Rider, to approve the minutes of the regular meeting held December 8, 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. No changes were recommended by the Board.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Theresa Tippie	Instructor, Dental Assisting	Deborah Milliken	8/16/21
Paul Riso	Instructor, Culinary Arts	Michelle Leidel	9/7/21
Gabrielle Yost	Graphics and Social Media Specialist	Cindy Garren	9/8/21
Benjamin Carter, Jr.	Coordinator, Student Services (TSIC)	Jamie Bateman	9/13/21
Joseph Burke	Coordinator, Truck Driving Academy	Tina Gottus	10/1/21
Maria Machin	Project Specialist	Peter Elliott	10/11/21
Michele Hall	Interim Registrar	Sid Valentine	12/1/21

2.2 Employee Retirement Recognition

Employee	Position	Dates of Service
Tracey D. Osborne	Accounts Payable Specialist	4/11/1988-1/26/2022
Robert Flores	Director, Facilities and Physical Plant Operations	1/2/1998-1/28/2022

Mr. Backer made a motion, seconded by Mr. Atchley, to recognize the retirements of Tracey D. Osborne and Robert Flores for their many years of service to South Florida State College. 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.**

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Core Indicators of Effectiveness

Dr. van der Kaay presented the Core Indicators of Effectiveness. He stated the Core Indicators of Effectiveness serve as the institution's primary mechanism for monitoring measurable goals and outcomes for student achievement. Dr. van der Kaay informed the Board that there are 17 core indicators that undergo a comprehensive, regular, and sustainable review process. He stated these indicators are analyzed annually by the Data Analysis Group (DAG), a standing college committee of faculty and staff, as well as the president's Leader Team to evaluate the college's effectiveness and need for potential student success. Mrs. Cullens asked if Dr. van der Kaay could send the Institutional Profile Rates to the Board. Mr. Wright questioned the Pell Grant eligibility and student aid average rate percentage. Dr. van der Kaay addressed his question and stated the data is college state-wide and nationally to get the percentage rate. Mr. Atchley asked how does the college track and maintain the data collection/reporting of the Core Indicators, Pathways, and Institutional Effectiveness without interfering with the system. Dr. van der Kaay stated that the data collections system has been established many years and functions effectively.

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

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of full-time administrative staff, full-time faculty, full-time professional staff, full-time career service staff, resignations, retirements, and adjunct faculty, 2021-22, academic year as needed as presented.

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

5.2 Grant Awards

5.2.1 Carl D. Perkins V Entrepreneurship Education and Training (EET)

Florida Department of Education (FDOE) \$ 48,462

5.2.2 Strategic Finance for Student Success Grant

National Association of college and University Business Officers (NACUBO) \$ 34,500

5.2.3 Open Door – Florida College System Institutions

Florida Department of Education (FDOE) \$ 292,284

5.2.4 CARES Act Rapid Credentialing Grant Additional Funds

Florida Department of Education (FDOE) \$ 415,000

5.3 Agreements and Contracts

5.3.1 Approved renewal affiliation agreements between the School District of DeSoto County, the School District of Hardee County, the School Board of Highlands County, Okeechobee School Board, Indian River State College and South Florida State College as presented.

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

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through December 2021.

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

5.4.2 Property Deletion

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

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

5.4.3 Donation

Approved the donation of artwork to the MOFAC collection as presented.

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

Mr. Atchley made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.4.3 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.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposal

Dr. Valentine introduced the curriculum proposal to add surgical technology to the college's program offerings.

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

Mr. Atchley made a motion, seconded by Mrs. Rider, to approve the curriculum proposal 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.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 CCS Presentation Systems Classroom Video Upgrade Purchase

Mr. Elliott presented the CCS Presentation Systems for classroom video upgrades. He recommended to enter into a 12-month service agreement.

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

Mrs. Rider made a motion, seconded by Mr. Backer, to approve the agreement with CCS Presentation Systems 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.**

8.2 Authorization for Laerdal Purchase Clinical Immersion Center Upgrade

Mr. Elliott presented the proposed agreement with Laerdal Medical Corporation to purchase equipment, maintenance, and professional development services for the SFSC Clinical Immersion Center for Health Sciences Education.

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

Mrs. Atchley made a motion, seconded by Mr. Wright, to approve the agreement with Laerdal 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.**

8.3 President’s Annual Performance Review

Mrs. Cullens thanked the Board for participating in the president’s evaluation. She, stated that after reviewing the evaluations that were submitted from the Trustees, she found that Dr. Leitzel had met and exceeded the performance indicators on which the evaluation was based. Mrs. Cullens then asked for a motion to accept the extension of a three-year continuing contact for Dr. Leitzel through June 30, 2025.

(EXHIBIT "J")

Mr. Backer made a motion, seconded by Mr. Atchley, to accept the evaluation results and extend a three-year continuing contract for Dr. Leitzel through June 30, 2025. 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.**

Mrs. Cullens stated that the Board is grateful for Dr. Leitzel’s leadership. Mr. Atchley praised Dr. Leitzel for his leadership during the SACSCOCS Reaffirmation and QEP process.

Dr. Leitzel thanked the Board and college teammates for their continued support.

8.4 District Board of Trustees Annual Self-Evaluation Review

Mrs. Cullens, highlighted each topic of the Board Self-Evaluation that were used throughout by each Trustee. Those topics are summarized from Board’s Self-Evaluation below:

Strengths	Accomplishments	Opportunity For Improvement
Commitment to students	SACSCOC Reaffirmation visit	More engagement at each campus location
Ability to communicate openly	Support for the president and college administration	More engagement at college functions
Respect for Board members	*Support for the Foundation and the new student residence halls	

*added at DBOT meeting

Mrs. Cullens ask that supporting the Foundation with the new student residence halls be added to the Board accomplishments section. Mrs. Cullens thanked the Board for their time completing the self-evaluations.

8.5 District Board of Trustees: Setting 2022 Board Goals

The Board goal summarization from their self-evaluations were distributed for their review. Mrs. Cullens discussed the goal summarization for the coming year. The Board elected to use their goal summary as follows:

<p>SFSC DBOT 2022 Goals</p>
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- Become active in support of Destination 2026
- Become active champions for the QEP
- Support the college’s role in resource development
- Maintain and foster good relationships with legislators
- Begin to prepare for a presidential search

- Support the transition to new student residence halls
- To be present to support student activities

Mr. Atchley asked what can the Board do to champion the QEP. Dr. Leitzel stated the Board can continue to pave the way and arrange presentations to service clubs as one way of immersing the process in our communities.

Mr. Atchley made a motion, seconded by Mr. Wright, to approve the District Board of Trustees Goals for 2022 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.**

9.0 REPORTS

9.1 Financial Report

Mr. Elliott reported on the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget through December 2021.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$447,774.19** from November 1 through December 31, 2021. Mrs. Bateman recapped the Foundation Christmas luncheon and thanked all who were able to attend. Mrs. Bateman gave a brief update from the Million Dollar Hole-in-One Golf Shootout event. She recognized and thanked Mr. Ronnie Carter with Century 21 Advance Realty for being the event sponsor for the fourth year in a row. She announced that the Foundation Christmas Luncheon has sold out with 184 attendees. Mrs. Bateman gave a brief overview of the Hotel Jacaranda renovations. She gave an update on timeline with the Student Residence facility and next steps in the process. Mrs. Bateman reported the appropriation requests were on the consent agenda for the House Higher Education Appropriations Subcommittee on Tuesday, January 25.

9.3 President's Report

Dr. Leitzel reported on the following items:

1. Announced SFSC is in the Aspen Prize Top 50 Colleges for 2023. He shared the next steps in the process.
2. Highlighted the Duke Energy Lake Placid Solar Farm dedication that he attended on December 10.
3. Highlighted SFSC Holiday luncheon and 2021 Meritorious Award winners.
4. Reflected on the 2021 Fall Commencement held on December 16. Dr. Leitzel thanked Dr. Bukowski for his work and trustees who were able to participate.
5. Highlighted DeSoto Chamber Breakfast – January 6 and Million Dollar Hole-in-One Golf Shootout held January 13-16.
6. Announced Coach Rick Hitt has been appointed as the National President for the American Baseball Coaches Association.
7. Enrollment Update: Dr. Leitzel reported that we are currently flat with credit enrollment compared with last spring term. Adult Education, however, is trending lower.
8. Reported on the award of an Entrepreneurship grant to benefit both Hardee and DeSoto county high schools.

9. Cultural Arts Season Update: Dr. Leitzel stated that season is doing reasonably well so far. He thanked Ms. Cindy Garren and her team for their continued hard work.
10. Panther Athletics Update: Dr. Leitzel stated that the spring season for baseball and softball have started. Baseball's opening day is Friday, January 28.
11. Tallahassee Update: Dr. Leitzel distributed Council of Presidents Legislative Priorities handout to the Board. He briefly reviewed the handout.
12. Highlighted the Governor DeSantis' visit to the Hardee campus on January 20 to present \$415,000 to SFSC for Rapid Credentialing for CDL training.

9.4 Board Attorney's Report

Mrs. Karlson stated no report. She thanked the Board for submitting their evaluations in a timely manner.

9.5 Board Members' Reports

Mr. Backer thanked everyone for their hard work and dedication.

Dr. Kirschner reflected on the importance of Governor DeSantis' visit to the Hardee campus and that the event looked well put together.

Mr. Wright stated no report.

Mrs. Rider stated no report.

Mr. Atchley reflected on finishing his first year as a trustee. He stated that he is excited for what he sees currently happening at the college and what the future holds. He stated he appreciates Dr. Leitzel and all that he does.

9.6 Board Chair Report

Mr. Cullens stated welcome back to the new spring term. She thanked Dr. Leitzel for his continued hard work.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:12 p.m.

