

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MARCH 23, 2022**

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	Mrs. Melissa Bruns
	Dr. Mark Bukowski	Mr. Peter Elliott	Dr. Brent Ferns
	Ms. Cindy Garren	Dr. James Hawker	Dr. Michele Heston
	Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mr. Keith Loweke
	Ms. Sofia Ochoa	Ms. Jenna Schaller	Dr. Sid Valentine
	Dr. Chris van der Kaay	Mrs. Teresa Vorous	Mrs. June Weyrauch

Others Present: Mrs. Barbara Kirschner
Mrs. Marty Mielke, Southwest Florida Regional Manager, Florida Department of Financial Services

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.

Mrs. Cullens welcomed Mrs. Marty Mielke, Southwest Florida Regional Manager for Florida Department of Financial Services.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Atchley made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held March 23, 2022 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.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Bryan made a motion, seconded by Mrs. Rider, to approve the minutes of the regular meeting held January 26, 2022 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.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. No changes were recommended by the Board. Mr. Wright requested the Master Calendar proposed meetings dates be set before the July DBOT meeting. The Board agreed to approve the Master Calendar at the April DBOT meeting.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Melissa Bruns	Coordinator, Human Resources Operations	Don Kesterson	11/18/21
Sofia Ochoa	College Recruiter	Mark Bukowski	12/1/21
Jenna Schaller	Admissions, Records and Registration Specialist	Mark Bukowski	12/8/21
Brent Ferns, Sr.	Dean, Applied Science and Technology	Sid Valentine	12/13/21

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of full-time faculty, full-time professional staff, full-time career service staff, resignation, retirement, reappointments, vice presidents, 2022-23, reappointments, full-time administrative staff, 2022-23, reappointments, full-time faculty, 2022-and adjunct faculty, 2021-22, academic year as needed as presented.

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

5.2 Operational Actions

5.2.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through February 2022.

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

5.2.2 Donation – Pierce Fire Engine

Approved the donation of an operational 1995 Pierce fire engine to benefit the fire science programs at the Highlands Campus as presented.

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

Mr. Atchley made a motion, seconded by Mr. Bryan, to approve the Consent Agenda, Items 5.1 through 5.2.2 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 2022-2023 Proposed College Calendar

Dr. Valentine presented the proposed 2022-2023 College Calendar. He informed the Board the proposed calendar has been reviewed by departments directly involved in providing student services, the Faculty Council, and the President’s Council. Dr. Valentine stated the calendar has been coordinated to coincide as closely as possible with local school districts and meets the State required dates for beginning terms.

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

Mr. Atchley made a motion, seconded by Mr. Backer, to approve the 2022-2023 College Calendar 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 RFQ 21-03 Professional Architectural Services for various projects for SFSC and SFSC Foundation

Mr. Elliott presented the RFQ 21-03 for professional architectural services for the college and Foundation. He gave a brief overview of the selection process and recommended to enter into contracts with the two firms, Furr, Wegman & Banks Architects, P.A. of Lakeland, Florida and Parker/Mudgett/Smith Architects, Inc. of Fort Myers, Florida.

Mr. Wright asked for clarification on the Foundation using architectural services for projects. Mr. Elliott addressed his question about how the services will work for the college and Foundation.

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

Mr. Backer made a motion, seconded by Mr. Atchley, to authorize the college to negotiate and enter into contracts with the recommended firms to provide architectural services for minor construction, remodel, renovation, and maintenance projects valued up to \$4,000,000 and to allow the South Florida State College Foundation, Inc. to use the selected firms on its projects 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.**

8.2 SDT Training Simulator Truck Cab

Mr. Elliott reported that the college was awarded \$415,000 in CARES ACT Governor’s Emergency Education Relief (GEER) funds. The funds were first announced by Governor DeSantis on January 20 when he visited the Hardee campus. Mr. Elliott stated these funds were added to the Rapid Credentialing Grant previously awarded to the college through the Florida Department of Education and will be used to purchase equipment to support the college’s Commercial Driver’s License training program. Mr. Elliott gave a brief overview of the simulator equipment.

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

Mrs. Atchley made a motion, seconded by Mr. Wright, to approve the purchase of truck simulator equipment including its software and support from Fifth Dimension Technologies 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.**

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 February 2022.

Mr. Atchley asked for update on the audit reports. Mr. Elliott gave him a brief overview of exit conference and audit reports.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$25,688.81** from January 1 through February 28, 2022. Mrs. Bateman announced a new Foundation board member, Mr. Darrell Jensen. Mrs. Bateman reported at the last Foundation Executive Committee meeting, they discussed the status of scholarships. She stated many donors have started expressing the desire to assist outside of scholarships by using their scholarship donations to assist that specific program. Mrs. Bateman gave a brief overview of the scholarship evaluation process and how to utilize funds per the donor’s request. She stated that other colleges are looking into this evaluation process and it will be a topic of discussion during a conference this spring that she is attending. Mr. Backer stated that at the Executive Committee meeting, he was asked to get the opinion from the DBOT on distributing more than 4% of the funds for the endowment without going into the principal. The DBOT discussed and agreed the Foundation should distribute more than 4%. Mr. Bryan stated that the policy and procedures would need to be updated to maximize the funds and to keep from dipping into the principal. Mrs. Pam Karlson, College Attorney gave an update on the student residence facility lease agreements. She gave a background description on the draft sublease with the developers. Mrs. Karlson stated that she believes that there are some items of concern within the sublease that will need to be negotiated with the developer’s attorney. She gave a brief overview of the items of concern in the sublease from the developers. The DBOT discussed the information that Mrs. Karlson reported. Mrs. Bateman stated she will report back to the Foundation Board. Dr. Leitzel thanked and commended Mrs. Karlson and Mr. Backer for their time and work on the behalf of the DBOT.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 3/23/22. He gave a brief description of the grants.

II. In Development

A. Perkins Postsecondary

Florida Department of Education (FDOE) \$ 283,491

B. Perkins Rural Innovation Career & Technical Ed Programs

Florida Department of Education (FDOE) \$ 100,820

C. Million Dollar Community College Challenge

Lumina Foundation \$ 100, 000 to \$1,000,000

III. Submitted

A. Panther Prep United Way	\$ 29,600
B. Suncoast Remake Learning Days Patterson Foundation	\$ 1,500
C. South Carolina Ballet – The Nutcracker South Arts	\$ 7,500
D. Panther Youth Partners CareerSource Florida	\$ 750,000
E. Emerge: Preparing Students for an Innovative Future (Emerge Scholars Program) National Science Foundation (NSF)	\$ 750,000

9.4 President’s Report

Dr. Leitzel reported on the following items:

1. Recapped the ACCT National Legislative Summit, February 5-8.
2. Highlighted \$2.8 million Future Florida Critical Workforce Needs Grant to SFSC. He gave a brief overview of the grant and stated Dr. Valentine is working with SPC on details.
3. Florida Undergraduate Research Conference: Dr. Leitzel asked Dr. Hawker to share with the Board. Dr. Hawker shared that four faculty along with eight students attended the Florida Undergraduate Research conference hosted at UCF. He gave a brief overview of conference.
4. Panther Athletics Update: Dr. Leitzel highlighted both Panther baseball and softball teams and Veterans Appreciation Day on February 28. He shared that of March 7 SFSC Panthers baseball team broke into the Top 10 and are ranked 9th in Florida – Division I.
5. Announced SFSC is in the Aspen Prize Top 50 Colleges for 2023. He shared the next steps in the process.
6. SACSCOC Update: Dr. Leitzel reported that SACSCOC officially approved the Surgical Technology program. He announced the QEP response was submitted March 7 from the October On-Site visit. Dr. Valentine gave a brief overview of the submission and the next steps in the reaffirmation process.
7. Announced after some updates, SFSC now has 100% ranking with Charity Navigator. He commended Mrs. Jamie Bateman and Ms. Anastasia Saunders on their work.
8. Panther Emergency Student Fund Update: Dr. Leitzel asked Mr. Elliott for an update. Mr. Elliott reported that as of February 28, \$5.65 million in funds had been awarded to students. He stated the Department of Education has extended the deadline for spending HEERF funds to June 2023. He gave a brief overview of on-going projects at the college.
9. Up-coming College Events: Professional Development Day, March 25 with special guest speaker Dr. Davis Jenkins; 2022 All-Florida Academic event, April 1 in Orlando; April 20 DBOT meeting; and May 10 Commencement.

10. Tallahassee Update: Dr. Leitzel gave an overview of critical bills that were passed and SFSC legislative initiatives.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mr. Backer stated no report.

Dr. Kirschner stated no report.

Mr. Wright stated no report.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

Mr. Atchley recapped his first ACCT National Legislative Summit and Governance & Bylaws meeting in Washington, D.C. He stated changes are coming with the processes in the Governance & Bylaws committee and he will report back to the Board. He shared that he had the chance to meet Representative Tuck when he was in Tallahassee for the City of Wauchula.

9.7 Board Chair Report

Mr. Cullens stated no report. She thanked everyone for their attendance and discussion today.

10.0 ADJOURNMENT

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