

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
APRIL 20, 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

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| Staff Present: | Mr. Edward Baatz | Ms. Tiffany Barnes | Mrs. Jamie Bateman |
| | Mrs. Ashley Bennett | Dr. Mark Bukowski | Mr. Daniel Davis |
| | Mr. Peter Elliott | Dr. Brent Ferns | Ms. Cindy Garren |
| | Ms. Michele Hall | Dr. James Hawker | Dr. Michele Heston |
| | Mr. Don Kesterson | Mrs. Melissa Kuehnle | Mr. Keith Loweke |
| | Dr. Sid Valentine | Dr. Chris van der Kaay | Ms. Emily Vickers |
| | Mrs. Mary von Merveldt | 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 agenda of the regular meeting held April 20, 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

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

1.3 Adoption of the 2022-2023 Meeting Schedule and Review of Master Calendar

Mrs. Cullens discussed the proposed 2022-2023 South Florida State College District Board Trustees Meeting Schedule with the Board. The Board reviewed the dates with their schedules for any conflicts. The Master Calendar was reviewed. No changes were recommended by the Board.

(EXHIBIT "A")

Mr. Atchley made a motion, seconded by Mr. Backer, to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2022-2023 academic year 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.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

| Employee | Position | Supervisor | Hired |
|---------------|-------------------------------------|----------------|----------|
| Edward Baatz | Coordinator, Welding | Sid Valentine | 11/15/21 |
| Daniel Davis | Coordinator, PYP | Brent Ferns | 1/4/22 |
| Emily Vickers | Staff Assistant II, Health Sciences | Michele Heston | 11/15/21 |

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Student Life, Activities, Services, and Athletics

Dr. Leitzel introduced Coach Rick Hitt and Mr. Andrew Polk to the Board, who in turn, introduced the athletic coaches and they brought forward members of the Panther baseball, softball, volleyball, and cross-country teams. Mr. Andrew Polk, student activities director, introduced members of the Student Government Association along with advisors and members of clubs and organizations.

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

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

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

5.2 Grant Awards

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

Corporation for National and Community Services \$ 52,034

5.3 Agreements and Contracts

5.3.1 Approved the renew the training agreement between CareerSource Polk and South Florida State College as presented.

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

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 March 2022.

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

5.4.2 Property Deletion

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

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

5.4.3 Bad Debt Listing

Approved the write off of uncollectible debt in the amount of \$51,965.28 as presented.

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

Mr. Backer made a motion, seconded by Mr. Atchley, 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, 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, revision, and deletions to the Board.

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

Mr. Atchley made a motion, seconded by Mr. Wright, to approve the curriculum proposals as revised to remove, not delete course OST 2254 Medical Terminology II. 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 Presentation & Acceptance of the 2021-2022 Annual Equity Report

Dr. Leitzel introduced both Dr. van der Kaay and Mr. Kesterson to present the Equity Update report to the Board. Mr. Kesterson reported on the employment portion of the report. Dr. van der Kaay reported on the student data portion of the report. He gave a brief overview of student enrollment and completion data.

Dr. Leitzel thanked both Dr. van der Kaay, Mr. Kesterson, and team for their work on the Equity report. He recommended that the 2021-2022 Annual Equity Update Report be approved for submittal as presented.

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

Mr. Atchley made a motion, seconded by Mrs. Rider, to accept SFSC’s 2021-2022 Annual Equity Report and to authorize its submission to the Florida Department of Education 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 March 2022.

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

9.2 Foundation Report

Mrs. Cullens congratulated and recognized Mrs. Bateman as the in-coming chair for the Florida Council for Resource Development.

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$7,226.50** from March 1 through March 31, 2022. Mrs. Bateman gave a quarterly update on the Kenneth A. Lambert Memorial Endowment, as of March 31, 2022 has a balance of \$32,851.20. She shared that she along with Mrs. Kuehnle presented at Coffee & Conversations at Sun’n Lake. Mrs. Bateman reported on a tour of the automotive program on the Highlands Campus with potential donors, Lake Country Cruisers. Mrs. Bateman highlighted the Jacaranda tour with the Mason Smoak Foundation. She gave a brief recap of the Scholarship Reception held on April 7. Mrs. Bateman reminded the Board that the Legacy Society – Howl-at-the-Moon event will be held on Saturday, May 7. She stated this event will be in connection with Ms. Cindy Garren’s Reveal show as well. Mrs. Bateman referred to Mrs. Pam Karlson, College Attorney for an update on the Student Residence facility. Mrs. Karlson gave a brief recap of the zoom meeting she participated in with SFSC members, Mr. Swaine, and the developer’s attorneys. She reported on the items of concern within the sublease that were discussed and negotiated. Mrs. Karlson stated that she was very encouraged by the progress made from the meeting. Mr. Atchley thanked Mrs. Karlson, Mrs. Bateman and the Foundation Board their work and on their efforts with the Student Residence facility.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 4/20/22. He gave a brief description of the grants.

II. In Development

A. Future Florida Critical Workforce Needs Grant

Florida Department of Education (FDOE) \$ 2,800,000

B. Healthy Smiles for Highlands County

Highlands County Hospital District TBD

C. Duke Energy – Electrical Lineman Program

Duke Energy TBD

III. Submitted

A. Access Partnership

National Science Foundation

\$ 206,030

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Storm Update: Dr. Leitzel asked Mr. Elliott to give a brief update. Mr. Elliott gave a brief overview of the damage sustained on the Highlands campus from the April 4 hail storm.
2. Recapped Professional Development Day held on March 25. Dr. Leitzel highlighted guest speaker Dr. Davis Jenkins.
3. Announced that he along with Mrs. Cullens and Dr. Valentine attended the All-Florida Academic Awards on April 1 where two SFSC students, Mrs. Carol Mitchell and Ms. Alsyon Smyth were recognized.
4. Recognized the Automobile Service Technology program on the DeSoto campus. They are accredited through March 31, 2027 by the National Institute for Automotive Service Excellence (ASE).
5. Student Accomplishment: Dr. Hawker shared that Mr. Alejandro Torres won first place in the Medical Field undergraduate poster category for his presentation. He stated that out of all the winners at the Florida Academy of Sciences Virtual meeting only two were from state colleges, SFSC and St. Petersburg.
6. Tallahassee Update: Dr. Leitzel reported that Governor DeSantis signed Senate Bill 7044 on April 19. He distributed a summary of SB 7044 to the Board.
7. Up-coming College Events: May 10 Commencement, there will be two ceremonies and May 25 DBOT budget workshop and regular meeting.

9.5 Board Attorney's Report

Mrs. Karlson reported that the District Board of Trustees of Miami-Dade College vs. Fernando Verdini case was reversed and remanded with instructions from 3rd DCA to trial court to dismiss the complaint.

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 stated no report.

9.7 Board Chair Report

Mrs. Cullens congratulated Mrs. Rider on her writing award from Warner University. She announced that the Southern Region meeting will be held May 13 at 2:00 p.m. via zoom for anyone who would like to attend. Mrs. Cullens informed the Board that the early bird hotel reservation deadline for ACCT Leadership Congress in New York City is May 20 and to get with Mrs. Bennett if any Board members are interested in attending. She wished everyone a belated Happy Easter and stated she will see everyone at commencement on May 10.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:41 p.m.

