

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
AUGUST 17, 2022**

Members Present: Mr. Terry Atchley, Chair
Mr. Tim Backer, Vice Chair
Mr. Derren Bryan
Mrs. Tami Cullens
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
Dr. Kathleen Cappo	Mr. Peter Elliott	Dr. Brent Ferns
Mrs. Janine Ganaban	Ms. Michele Hall	Dr. James Hawker
Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Mr. Anthony Record	Ms. Dawn Robinson	Dr. Chris van der Kaay
Mrs. Mary VonMerveldt	Mrs. Teresa Vorous	Mrs. June Weyrauch

Excused: Ms. Cindy Garren

Others Present: Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:01 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Terry Atchley.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting 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. Wright made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held July 13, 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 recommendations were made.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Anthony Record	Museum Curator (MOFAC)	Jamie Bateman	3/1/22
Janine Ganaban	Instructor, Radiography	Kathleen Cappo	5/11/22
Dawn Robinson	Instructor, Nursing	Mary VonMerveldt	5/16/22

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 administrative staff; full-time professional staff; full-time career service staff; resignations; retirements; adjunct faculty 2022-23, academic year as needed as presented.

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

5.2 Grant Awards

5.2.1 General Support Grant

Florida Division of Cultural Affairs (FDCA) \$ 90,000

5.2.2 Grants in Aid of Research for Undergraduate Students at Florida’s Minority-Serving & Primary Undergraduate Institutions

Florida Academy of Science \$ 2,000

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register for June 2022 as presented.

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

5.3.2 Property Deletion

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

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

Mr. Bryan made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.3.2 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

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Capital Improvement Plan (CIP) Revision

Mr. Elliott presented a request to approve the revised Capital Improvement Plan (CIP) for the fiscal year beginning July 1, 2022. He reported the Division of Florida Colleges requested that colleges revise their CIP 1 and CIP 2 to reflect the Deferred Maintenance funding approved in the General Appropriations Act signed by the Governor on June 2, 2022.

(EXHIBIT "D")

Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the revised Capital Improvement Plan (CIP) for 2023-2024 through 2025-2026 for submission to the Division of Florida Colleges 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 June 2022.

(EXHIBIT "E")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$83,488.00** from June 29 through July 31, 2022. Mrs. Bateman reported on the progress of scholarship criteria changes in her scholarship report. She gave a grant status update. Mrs. Bateman reported that the appropriation requests were resubmitted under the Local Support Grant. She stated the grants for the Hotel Jacaranda for \$1.4 million and the Mobile Welding Lab for \$1.25 million were submitted. Mrs. Bateman referred to Mrs. Pam Karlson for an update on the Student Residence Facility. Mrs. Karlson gave a brief update on the progress with the Student Residence Facility and meetings with the developer.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 8/17/22. He gave a brief description of the grants.

II. In Development

A. South Arts Cross Sector Grant

South Arts

\$ 15,000

III. Submitted

A. Florida Farmworker Career Development Program 2022/23

Florida Department of Education (FDOE) \$ 256,098

B. Celebrating Differences, Connecting Community through Performances in Rural Florida

National Endowment for the Arts (NEA) \$ 30,900

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Congratulated Dr. Sid Valentine on his presidency at Lamar Institute of Technology.
2. Announced that new position changes as follows due to Dr. Valentine's departure:
 - Dr. Michele Heston, Interim Vice President for Academic Affairs and Student Services
 - Dr. Kathleen Cappo, Interim Dean of Health Science
3. New Program Updates: Dr. Leitzel gave a brief update on the status of the EMS and Lineworker programs at the DeSoto campus. Dr. Heston gave a brief update and distributed a handout to the Board on the Surgical Services Technology program.
4. Enrollment Update: Dr. Leitzel reported summer enrollment ended flat compared to last year. He stated that as of today credit hour enrollment is up 6.5% and the fall term will begin on Monday, August 22.
5. Shared Pinnings and Graduations: Radiography Technology, July 28 and Practical Nursing, August 4.
6. Undergraduate Research Grant Update: Dr. Hawker gave a brief description on the \$2,000 grant award.
7. Highlighted the truck driving simulator that was installed on Wednesday, August 3 at the Crews Center.
8. Dr. Leitzel gave a brief overview of the roadway naming process. Mr. Atchley suggested that staff propose street names and bring recommendations back to the Board.
9. Reflected on Convocation and shared the years of service award recipients.

9.5 Board Attorney's Report

Mrs. Karlson stated no report. She shared that she will prepare a presentation for the Presidential Search Committee on the new Sunshine Laws.

9.6 Board Members' Reports

Mrs. Rider stated no report.

Dr. Kirschner stated no report.

Mr. Bryan congratulated Dr. Heston and Dr. Cappo on their new roles.

Mr. Wright stated no report.

Mrs. Cullens gave a brief update on the presidential search process. She shared that the Presidential Steering Committee met on Tuesday, August 2. Mrs. Cullens outlined the tentative dates in the search process and Mr. Elliott was reviewing consultant firms and would have a recommendation by the September 21 DBOT meeting. Mr. Atchley thanked Mrs. Cullens for serving as the Chair for the Presidential Search Committee and those participating on the steering committee.

Mr. Backer thanked the Presidential Steering Committee for starting the work on the presidential search. He stated that he enjoyed Convocation. Mr. Backer shared a student success story with the Board. Mr. Atchley asked Mr. Backer to be the voting delegate at the ACCT Leadership Congress conference in New York. Mr. Backer accepted the voting position.

9.7 Board Chair Report

Mr. Atchley complimented Convocation and enjoyed participating. He stated that he is very appreciative for Dr. Heston accepting the Interim Vice President position and wished Mrs. Bateman success in her new role. Mr. Atchley encouraged everyone to tour the Crews Center and see the new truck driving simulator.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:02 p.m.