

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
SEPTEMBER 21, 2022**

Members Present: Mr. Terry Atchley, Chair
Mr. Tim Backer, Vice Chair
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

Excused: Mrs. Tami Cullens

Staff Present:

| | | |
|------------------------|------------------------|----------------------|
| Mrs. Jamie Bateman | Mrs. Ashley Bennett | Dr. Mark Bukowski |
| Dr. Kathleen Cappo | Ms. Lisa Clayton-Alley | Mrs. Marsha Cowles |
| Dr. Teresa Crawford | Mrs. Emily Dabolt | Mrs. Charla Ellerker |
| Mr. Peter Elliott | Ms. Diana Fernandez | Dr. Brent Ferns |
| Ms. Cindy Garren | Dr. James Hawker | Mr. Don Kesterson |
| Mrs. Melissa Kuehnle | Mr. Keith Loweke | Mr. Michael Pate |
| Dr. Chris van der Kaay | Mrs. Teresa Vorous | Mrs. June Weyrauch |

Excused: Ms. Michele Hall Dr. Michele Heston

Others Present: Mrs. Barbara Kirschner Mr. Matt Miller, National Development of America, Inc.

The regular meeting of the District Board of Trustees was called to order at 1:04 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

Mr. Wright made a motion, seconded by Mr. Backer, to adopt the agenda of the regular meeting as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, 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. Wright, to approve the minutes of the regular meeting held August 17, 2022 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, 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 |
|--------------------|---|--------------------|-----------|
| Emily Dabolt | Coordinator, Heartland Pathways 2 Success Project | Chris van der Kaay | 6/1/2022 |
| Lisa Clayton-Alley | Library Assistant II – Circulation | Michael Pate | 6/1/2022 |
| Marsha Cowles | Office Manager, Hardee | Teresa Crawford | 6/1/2022 |
| Diana Fernandez | Counselor | Charla Ellerker | 6/13/2022 |

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 professional staff; resignations; retirements; and adjunct faculty 2022-23, academic year as needed as presented.

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

5.2 Grant Awards

5.2.1 Heartland Games for Active Adults

Florida Sports Foundation \$ 1,500

5.2.2 Future Florida Critical Workforce Needs Grant

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

5.3 Agreements and Contracts

5.3.1 Approved the new Grant Subaward Agreement between DeSoto, Hardee, and Highlands County School Districts and South Florida State College as presented.

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

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

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

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

Dr. Kirschner questioned if the Future Florida Critical Workforce Needs Grant was an established grant and if it went with Consent Item 5.3.1 Grant Subaward Agreement. Dr. van der Kaay gave a brief overview of the grant and the process of setting up agreements with the local schools in our service area.

Dr. Kirschner made a motion, seconded by Mrs. Rider, to approve the Consent Agenda, Items 5.1 through 5.4.1 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, 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 ACCT Governance and Bylaws Committee

Mr. Atchley requested Board approval and a formal endorsement of support to apply to serve a second term on the ACCT Governance and Bylaws Committee.

Mr. Wright made a motion, seconded by Mr. Backer, to approve Mr. Terry Atchley to apply to serve on the ACCT Governance and Bylaws Committee.

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mr. Atchley abstained. **Motion carried by unanimous vote.**

8.2 Carry Forward Balance Spending Plan for the 2022-23 Fiscal Year

Mr. Elliott presented the Carry Forward Balance Spending Plan per 1012.841(2)(b), F.S. He stated the attached report details the College's ending General Fund fund balance for the 2021-22 fiscal year and the amount required to be included in the College's spending plan.

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

Mr. Wright made a motion, seconded by Mr. Backer, to approve the Carry Forward Balance Spending Plan for the 2022-23 fiscal year as presented.

Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.3 Textbook and Instructional Materials Affordability

Mr. Elliott presented the Textbook and Instructional Materials Affordability report to the Board. He stated that 1004.85, F.S. (Textbook and Instructional Materials Affordability) was amended during the 2016 Legislative Session to require posting of the local cost and identifying information of at least 95% of all textbooks and instructional materials required and recommended for each scheduled class at least 45 days prior to the start of each upcoming term. He stated Follett, our bookstore partner, has worked closely with our faculty and staff to ensure compliance with this requirement. Mr. Elliott reported that 42 of 1,812 course sections were not adopted before the deadline, equating to a 97.7% compliance percentage. He stated Fall 2021 had a compliance percentage of 97.8%, Spring 2022 had a compliance percentage of 97.5%, and Summer 2022 had a compliance percentage of 98.5%.

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

Mrs. Rider made a motion, seconded by Mr. Bryan, to approve the report of Textbook and Instructional Materials Affordability report as required by 1004.85, F.S., as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.4 DeSoto Campus Easement

Mr. Elliott reported that he was approached this past July by representatives of National Development of America, Inc. regarding the possibility of obtaining an easement through a portion of the College's DeSoto Campus property for the purpose of construction of a sanitary sewer line for a 56-unit elderly rental development, Arcadia Landings, located off E. Gibson Street adjacent to campus. Mr. Matt Miller with National Development of America, Inc. gave a brief explanation of the sewer easement and plans. The Board discussed future use of the College property. Mrs. Karlson, Board Attorney, added a brief overview of the easement agreement and any future use of the College property in conjunction of the sewer line.

(EXHIBIT "F")

Mr. Backer made a motion, seconded by Mr. Wright, to approve granting of an easement to National Development of America, Inc. for the purpose of construction of a sanitary sewer line as presented. Mr. Backer amended the original motion to add with the final approval by College Attorney. Mr. Wright seconded the amended motion Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.5 Selection of Executive Search Firm

Mr. Atchley acknowledged the Presidential Search Steering Committee. Mr. Elliott gave a brief overview of the executive search firm proposal process. He reported that these proposals were presented to the Presidential Search Steering Committee who short-listed the proposals to two firms. Mr. Elliott reported that Mrs. Cullens, Presidential Search Committee Chair, interviewed the two firms and has a recommendation. Due to a death in the family, Mrs. Cullens was unable to attend the DBOT meeting. Mr. Atchley, Board Chair, reported on her behalf her email recommendation that she emailed to Dr. Leitzel. Mr. Atchley read verbatim Mrs. Cullens recommendation to approve ACCT as the executive search firm. The Board discussed the executive search firm cost proposal and what has been budgeted by SFSC.

(EXHIBIT "G")

Mr. Wright made a motion, seconded by Mrs. Rider, to approve the selection of a professional executive search firm to serve as a consultant for the selection of the next president of SFSC as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, 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 August 2022.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$10,956.50** from August 1 through August 31, 2022. Mrs. Bateman reported on the Duke Energy Partnership and the quarterly collaboration conference calls in which she participated. Mrs. Bateman stated she will present an update on the Student Residence Facility at a later date. She stated it was a pleasure to have Mr. Wright attend the Foundation Board meetings as the College liaison.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 9/21/22. He gave a brief description of the grants.

II. In Development

A. Strengthening Community Colleges Training Grant

Department of Labor (DOL) \$ 1.5 to \$5,000,000

B. National Science Foundation/Advanced Technological Education (NSF/ATE)

National Science Foundation \$ 650,000

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

Corporation for National and Community Service \$ 52,034

D. Prepping Institutions, Programs, Employers, and Learners through Incentives for Nursing Education (PIPELINE)

Florida Department of Education (FDOE) \$ 810,505

E. Linking Industry to Nursing Education (LINE) Fund

Florida Department of Education (FDOE) TBD

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Enrollment Update: Reported that Fall FTE is up about 6%.
2. Fall Term Activities: Resident Physician Visit, August 19, Student Welcome Back, August 22, Tour with Senator Denise Grimsley, August 24, Duke Energy Check Presentation on Hardee Campus, August 25, Charlie Creek Solar Array Dedication, August 31, Club Rush, September 1, and College For A Day with Avon Park High School, September 16.
3. Congratulated Dr. Heston on her official appointment to the Florida Center for Nursing Board of Directors.
4. 2022-2023 Season at the Wildstein Center: Ms. Garren gave a brief overview of the season shows.

5. Announced the Governor declared September Workforce Development Month in Florida. Dr. Leitzel shared a preview of a promotion that will be in September.
6. Highlighted SFSC Athletics: 2022-23 Volleyball and Cross-Country Teams.
7. Response to Roadway Naming Opportunities: Dr. Leitzel gave a brief overview of the roadway naming process and presented the recommended street names for the college roads. The Board discussed the recommended names. **Mr. Backer made a motion, seconded by Mr. Bryan, to approve SFSC to move forward with the recommended roadway naming opportunity with Highlands County as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**
8. Trustee Term Update: Dr. Leitzel distributed the term update to the Board.
9. Reminded Board the next DBOT meeting is October 19.

9.5 Board Attorney's Report

Mrs. Karlson stated no report. She stated that she has been busy working on behalf of the College. Dr. Leitzel thanked Mrs. Karlson for her work and prompt response time.

9.6 Board Members' Reports

Mrs. Rider stated no report.

Dr. Kirschner stated no report.

Mr. Bryan stated no report.

Mr. Wright requested at future meeting the Board get educated on the shift that has been seen in FTE from in-person to virtual instruction.

Mr. Backer gave a brief overview of the EMS ambulance simulators and training process that was highlighted in Dr. Leitzel's report.

9.7 Board Chair Report

Mr. Atchley reported that the City of Wauchula approved the donation of \$5,000 to the Kenneth A. Lambert Endowment for the second year. He challenged the Board to contribute if they are able.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:46 p.m.

