

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 19, 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
Dr. Thomas C. Leitzel, President/Secretary
Mrs. Pamela T. Karlson, College Attorney

Excused: Mr. Joe Wright

Staff Present:

Mrs. Ashley Bennett	Dr. Mark Bukowski	Dr. Kathleen Cappo
Mr. Patrick Carey	Mr. Peter Elliott	Dr. Brent Ferns
Ms. Cindy Garren	Dr. James Hawker	Dr. Michele Heston
Mrs. Melissa Kuehnle	Mr. Keith Loweke	Mr. Jeffrey Miller
Mrs. Rebecca Rivera	Mrs. Yolanda Rodriguez	Dr. Chris van der Kaay
Mrs. Mary von Merveldt	Mrs. Teresa Vorous	Mrs. June Weyrauch

Excused: Mrs. Jamie Bateman Ms. Michele Hall

Others Present: Mrs. Barbara Kirschner Dr. Ed Massey, ACCT
Search Consultant

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. Bryan made a motion, seconded by Mrs. Rider, 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, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the minutes of the regular meeting held September 21, 2022 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **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
Patrick Carey	Nursing Success Coach	Mary von Merveldt	7/5/2022
Rebecca Rivera	Simulation Technology Specialist	Kathleen Cappel	7/11/2022
Yolanda Rodriguez	Custodian, Highlands Campus	Jeffrey Miller	7/19/2022

Dr. Leitzel introduced and welcomed Dr. Ed Massey, ACCT Search Consultant and former president of Indian River State College.

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

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

5.2 Grant Awards

5.2.1 Continuation Adult General Education - Highlands

Florida Department of Education (FDOE) \$ 248,169

5.2.2 Continuation Adult General Education – Hardee

Florida Department of Education (FDOE) \$ 70,725

5.2.3 Health Sciences Instructional Technology and Community Health Initiatives

Highlands County Health Services \$ 9,000

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Due to the interruption in schedules caused by Hurricane Ian, summary information for disbursements for all funds through November 2022 will be provided at December 2022 DBOT meeting.

5.3.2 Property Deletions

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

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

Mr. Bryan made a motion, seconded by Mrs. Cullens, 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, and Mrs. Rider. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Heston presented the curriculum proposals and revisions to the Board.

(EXHIBIT "C")

Mrs. Rider made a motion, seconded by Mr. Backer, to approve the curriculum proposals as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 SFSC Presidential Search Committee Recommendations

Mr. Atchley thanked the members of the Presidential Steering Committee for their work thus far in the Presidential Search process.

Mrs. Cullens distributed and gave a brief overview of the Presidential Search Committee listing and the next steps in the Presidential Search. Mrs. Cullens highlighted the tentative Presidential Search timeline of events. The Board discussed the timeline. Dr. Massey gave a brief explanation of the timeline of candidate meeting options.

(EXHIBIT "D")

Mr. Bryan made a motion, seconded by Mrs. Rider, to approve the appointment of the SFSC Presidential Search Committee plus two students from SGA and to authorize Board Chair, Mr. Terry Atchley to notify the individual members of the committee of their appointment. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

9.0 REPORTS

9.1 Financial Report

Mr. Elliott reported due to the interruption in schedules caused by Hurricane Ian, all graphs and summary of revenues and expenditures compared to budgeted funds within the Operating Budget through November 2022 will be provided at the December 2022 DBOT meeting.

9.2 Foundation Report

Dr. Leitzel reported on behalf of Mrs. Bateman that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$133,808.00** from September 1 through September 30, 2022. Dr. Leitzel gave the Board a brief update on Student Residence Facility and the next steps/options. Mr. Elliott reported that the insurance will be terminated at the end of the month for the Hotel Jacaranda. He stated the Hotel Jacaranda will be added to the College Consortium insurance. Mr. Elliott gave a brief overview of the relationship agreement between the College and the Foundation.

Mr. Atchley asked for a motion on the receipt of a copy of the relationship agreement that was distributed to the Board. **Mr. Backer made a motion, seconded by Mrs. Rider, that DBOT received a copy of the relationship agreement between the College and the Foundation as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 10/19/22. He gave a brief description of the grants.

II. In Development

A. Jazz in Rural Libraries

South Arts \$ 1,600

III. Submitted

A. Access Partnership

National Science Foundation \$ 206,030

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

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

9.4 President’s Report

Dr. Leitzel reported on the following items:

1. Hurricane Ian: Dr. Leitzel gave a damage assessment update. He acknowledged and gave a special appreciation to the SFSC maintenance team, who came to the college the day after Hurricane Ian to clear debris. Mr. Backer acknowledged the maintenance, grounds, and custodial teams for their dedication after the hurricane. Dr. Leitzel highlighted the visit from Chancellor Hebda and Mr. Alex Jordan on October 11. He acknowledged vendors and other additional financial assistance/support for the students that were impacted by Hurricane Ian.
2. Announced the Veterans Day program will be held Friday, November 11 on the Highlands Campus.
3. Enrollment Update: Dr. Leitzel stated that the College will probably see a slight decline in enrollment due to Hurricane Ian. He reported that student services are currently reaching out to students to assist with needs and assess their ability to persist in their classes.
4. Reminded Board the next DBOT held on December 7 is the annual planning meeting.

9.5 Board Attorney’s Report

Mrs. Karlson assured the Board she will be prepared to present at the first Presidential Search Committee meeting on November 29. Mrs. Karlson gave an update on the easement at the DeSoto Campus. She stated the process has been delayed due to Hurricane Ian.

9.6 Board Members’ Reports

Mrs. Rider stated no report but she was able to start back at Warner University this week.

Dr. Kirschner stated no report. He thanked the College for their work after the hurricane.

Mr. Bryan commended SFSC on their work after the hurricane.

Mrs. Cullens reported that on December 7 the Presidential Search Committee will discuss the presidential profile for Board approval. She announced that she will be leaving the ACCT National Board and thanked the DBOT for all their support.

Mr. Backer thanked everyone for their work before and after Hurricane Ian.

9.7 Board Chair Report

Mr. Atchley commended the College and staff for all they did and continue to do after Hurricane Ian. He thanked Dr. Massey for attending the DBOT meeting and stated he is looking forward to working with him. Dr. Massey commended the DBOT and College for how well they work together. Mr. Atchley highlighted the benefits of cultivating relationships.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:43 p.m.