

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JANUARY 18, 2023**

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

Excused: Mr. Derren Bryan

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
Mrs. Kathleen Cappo	Mr. Peter Elliott	Dr. Brent Ferns
Ms. Cindy Garren	Mrs. Courtney Green	Ms. Michele Hall
Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Mrs. Kelly Purvis	Mr. Govindah Ramnarain
Mr. Joseph Serrano	Dr. Chris van der Kaay	Mrs. Teresa Vorous
Mrs. June Weyrauch		

Others Present: Mrs. Barbara Kirschner Dr. Ed Massey, ACCT Mr. Marc Valero,
Search Consultant Highlands News-Sun

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

Mr. Wright 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, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Planning Workshop Minutes

Mr. Backer made a motion, seconded by Mr. Wright, to approve the minutes of the planning workshop held December 7, 2022 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held December 7, 2022 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, 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
Kelly Purvis	Coordinator, Career Pathways Coach	Courtney Green	07/31/2022

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Core Indicators of Effectiveness

Dr. van der Kaay presented the Core Indicators of Effectiveness. He stated the Core Indicators of Effectiveness serve as the institution’s primary mechanism for monitoring measurable goals and outcomes for student achievement. Dr. van der Kaay informed the Board that there are 17 core indicators that undergo a comprehensive, regular, and sustainable review process. He stated these indicators are analyzed annually by the Data Analysis Group (DAG), a standing college committee of faculty and staff, as well as the president’s Leader Team to evaluate the college’s effectiveness and need for potential student success. Dr. van der Kaay reported on the previous year measure increases:

- 6 measures increased over the previous year
- 3 measures met or exceeded comparison figures over the previous year
- 10 measures remained the same as the previous year

Mr. Atchley questioned how an action item that needs attention is handled. Dr. van der Kaay gave a brief overview of the process of reviewing action items and the committees that handle these items.

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

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of full-time career staff; full-time professional staff; full-time faculty; retirements; and adjunct faculty for the 2022-23, academic year as needed as presented.

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

5.2 Grant Awards

5.2.1 Perkins Postsecondary

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

5.2.2 Perkins Rural Innovation Career & Technical Ed Programs

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

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

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

(EXHIBIT "C")

Mrs. Cullens made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.3.1 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, 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 President's Annual Performance Review

Mr. Atchley thanked the Board for participating in the president's evaluation. He asked Mrs. Karlson to address the Board. Mrs. Karlson, stated that after reviewing the evaluations that were submitted from the Trustees, she found that Dr. Leitzel had met and exceeded the performance indicators on which the evaluation was based. She highlighted the criteria responses. Mr. Atchley then asked for a motion to accept the receipt of Dr. Leitzel's performance evaluation.

(EXHIBIT "D")

Mrs. Rider made a motion, seconded by Mr. Wright, to approve the president's performance as a result of their review. Further the Board, during the annual review finds the president has made every effort towards achieving or has achieved the performance goals established by the accountability process implemented pursuant to s. 1008.45 and the president has made every effort towards achieving or has achieved the annual and long-term goals and objectives established in the Florida College System institution's employment accountability program implemented pursuant to s. 1012.86. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mr. Atchley thanked Dr. Leitzel for his leadership and service to the college.

Dr. Leitzel thanked the Board and college teammates for their continued support.

8.2 District Board of Trustees Annual Self-Evaluation Review

Mrs. Karlson highlighted each topic of the Board Self-Evaluation that were used throughout by each Trustee.

Those topics are summarized from Board’s Self-Evaluation below:

Strengths	Accomplishments	Opportunity For Improvement
Commitment to students	SACSCOC Reaffirmation	More engagement at each campus location
Ability to communicate openly	Support for the president and college administration	More engagement at college functions
Respect for Board members	Support for the Foundation and the new student residence halls	More interaction with students

Mr. Atchley then asked for a motion to accept the receipt of the Board’s annual self-evaluation.

Mrs. Cullens made a motion, seconded by Mr. Backer, to accept the Board’s annual self-evaluation as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.3 District Board of Trustees: Setting 2023 Board Goals

Mr. Atchley recapped the 2022 Board goals. He discussed the goal summarization for the coming year. The Board elected to use their goal summary as follows:

<p>SFSC DBOT 2023 Goals</p>

- Complete the Presidential Search
- Uphold the college’s role in resource development/Foundation
- Maintain and foster good relationships with legislators
- Support the transition to new student residence halls
- To be present to support student activities

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the District Board of Trustees Goals for 2023 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.4 PECO – Mechanical Infrastructure

Mr. Elliott reported that in fiscal year 2022 the college received a Public Education Capital Outlay (PECO) appropriation in the amount of \$1.45 million for Renovation – College-Wide Infrastructure. He stated this project is intended to address ongoing issues with the college’s Heating, Ventilation, and Air Conditioning (HVAC) systems. Mr. Elliott gave a brief overview of the project. Mr. Wright questioned from start to finish when the project would be completed. Mr. Elliott referred to Mr. Govindah Ramnarain. Mr. Ramnarain stated the project would take about a year to complete.

(EXHIBIT "E")

Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the expenditure of PECO funds for Renovation – College-Wide Mechanical Infrastructure in the amount of \$474,830 with Trane U.S. Inc. pursuant to their proposal dated December 30, 2022. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, 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 November 2022.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$257,505.50** from November 1 through December 31, 2022. Mrs. Bateman gave the Board a brief update on Student Residence Facility. She stated that the option to have a lease agreement with the developer has been suspended. Mrs. Bateman reported at the January Foundation board meeting the Foundation Board moved to recommend that the DBOT explore options to establish a new and separate Foundation that will facilitate and run the expenditures of owning/operating a student facility on campus. Mrs. Karlson gave a brief overview of what the process would be to establish another Foundation to run the student facility and Mr. Elliott gave a brief description of the structure of another Foundation.

Mr. Backer made a motion, seconded by Mrs. Cullens, to authorize the staff to move forward to explore options to establish a new and separate Foundation to run the expenditures of owning/operating a student facility. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mrs. Bateman gave a brief update on the Hotel Jacaranda repairs from the hurricanes and stated they are working with the insurance company. Mrs. Bateman highlighted the 6th Annual Hole-in-One Golf Shootout and thanked Mr. Ronnie Carter with Century 21 Advanced Sales as the event sponsor and Mr. Bill Jarrett with Bill Jarrett Ford as the award sponsor.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 1/18/23. He gave a brief description of the grants.

II. In Development

Understanding the Characteristics, Architecture, and Interactions of Biofilms on Tongue Dorum

National Science Foundation (NSF) \$ 500,000

B. Enhancing Undergraduate Research in Cell Biology at South Florida State College Through Course and Project-based Research Experiences

National Science Foundation (NSF) Up to \$ 200,000 single institution and \$ 300,000 collaborative

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Reflected on December events: 2022 Meritorious Award recipients; Holiday luncheon; and 2022 Fall Commencement.
2. Enrollment Update: Dr. Leitzel stated spring term started on January 9 and credit enrollment is up 1.43%. He announced that fall 2022 final fundable FTE ended up 4.4%.
3. Recommended that the Board consider updated the Facilities Master Plan with the next president of SFSC.
4. Announced the college street naming and numbering of college buildings has been completed.
5. Announced that SFSC received both LINE and PIPELINE grants to enhance nursing programs.
6. Tallahassee Update: Dr. Leitzel reported that the legislative committee meetings have started this week. He stated college staff will be connecting with legislative delegation in the up-coming weeks prior to the start of the legislative session.
7. Shared the Lviv National Philharmonic Orchestra of Ukraine performs tomorrow, January 19 at 7pm in the Wildstein Center. Ms. Garren gave a brief overview of the performance.
8. Reminded Board the next DBOT will be held on March 22.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mr. Wright stated no report.

Dr. Kirschner stated no report.

Mrs. Cullens reported that the presidential search application portal will be closed on January 31 and the presidential search committee will then receive a login and password from ACCT to start reviewing applications. Dr. Ed Massey stated that he learns more about SFSC each time he attends a DBOT meeting. He gave a brief update on the presidential search and the next steps in the process after the application portal closes on January 31.

Mrs. Rider stated no report.

Mr. Backer shared that he attended one day at the 6th Annual Million Dollar Hole-in-One Golf Shootout.

9.7 Board Chair Report

Mr. Atchley stated that the college has a lot of exciting things and changes happening for the future of SFSC. He thanked everyone for their continued work and service to the college and students.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:33 p.m.