

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 17, 2023**

Members Present: Mr. Terry Atchley, Chair
Mr. Tim Backer, Vice Chair
Mr. Derren Bryan
Dr. Louis H. Kirschner
Mrs. Kris Y. Rider
Dr. Thomas C. Leitzel, President/Secretary
Mrs. Pamela T. Karlson, College Attorney

Excused: Mrs. Tami Cullens Mr. Joe Wright

Staff Present: Mrs. Jamie Bateman Mrs. Ashley Bennett Dr. Mark Bukowski
Dr. Kathleen Cappo Ms. Carmen Cooper-Robinson Mr. Peter Elliott
Dr. Brent Ferns Ms. Cindy Garren Mrs. Courtney Green
Dr. Michele Heston Mr. Don Kesterson Mrs. Melissa Kuehnle
Mr. Keith Loweke Mrs. Sharon Stewart Dr. Chris van der
Mrs. Mary von Merveldt Mrs. Teresa Vorous Mrs. June Weyrauch

Excused: Dr. James Hawker

Others Present: Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:02 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 Mr. Bryan, 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, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Presidential Selection Workshop Minutes

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the minutes of the presidential selection workshop meeting held April 17, 2023 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Bryan, to approve the minutes of the regular meeting held April 17, 2023 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2.3 May 3 Special Meeting Minutes

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the minutes of the May 3, 2023 special meeting as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. Mr. Atchley asked the Board if there was a preference for the June 7 special meeting time as no time has been designated. The Board agreed for the June 7 special meeting to begin at 10:00 a.m.

Mr. Atchley suggested that with a possible new incoming or interim president that the July 19 board meeting be canceled and the first board meeting of the fiscal year be moved to August. **Mr. Bryan made a motion, seconded by Dr. Kirschner, to cancel the July 19 DBOT regular meeting and hold the first regular meeting of the fiscal year in August.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

Mr. Atchley asked the Board if August 16 would work with their schedules. The Board agreed and Mr. Atchley asked for a motion. **Mrs. Rider made a motion, seconded by Mr. Bryan, to set the first regular meeting of the fiscal year to be held on August 16, 2023.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider. **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
Sharon Stewart	Instructor, Nursing – Temporary	Mary von Merveldt	02/01/23

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

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

5.2 Grant Awards

- 5.2.1 Duke Energy – Electrical Lineman Program**
Duke Energy \$ 50,000
- 5.2.2 Student Work Experiences in Remote and Virtualized Environments – SWERVE (NSF/ATE)**
National Science Foundation (NSF) \$ 650,000

5.3 Agreements and Contracts

- 5.3.1** Approved the renewal of the agreement between the Heartland Christian School and South Florida State College as presented.

[\(EXHIBIT "B"\)](#)
- 5.3.2** Approved the renewal of the agreement between Home Education Students and Parents and South Florida State College as presented.

[\(EXHIBIT "C"\)](#)
- 5.3.3** Approved the agreement between Nicole Klein, DMD and South Florida State College as presented.

[\(EXHIBIT "D"\)](#)
- 5.3.4** Approved the renewal of the lease agreement between the SFSC Foundation, Inc. and South Florida State College for the Hotel Jacaranda as presented.

[\(EXHIBIT "E"\)](#)
- 5.3.5** Approved the renewal of the lease agreement between Tri-County Human Services, Inc. and South Florida State College for the Florida Center for Addictions and Dual Disorders as presented.

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

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 2023.

[\(EXHIBIT "G"\)](#)
- 5.4.2 Property Deletion**
Approved the deletion of college property from inventory records as presented.

[\(EXHIBIT "H"\)](#)
- 5.4.3 Bad Debt Listing**
Approved the write off of uncollectible debt in the amount of \$ 3,702.60 as presented.

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

Mr. Bryan made a motion, seconded by Mr. Backer, 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, 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 revisions, and deletions to the Board.

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

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

8.0 PURCHASING AND OTHER ACTION ITEMS

None

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 2023.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$375,432.17** from April 1 through April 30, 2023. Mrs. Bateman gave brief recap of the yearly scholarship comparison. She announced the Foundation has two new board members, Dr. George Mousa and Judge Heather Beato. She reported the following Foundation board members are leaving due to expired terms:

- Judge Peter Estrada
- Mrs. Becky McIntyre
- Mrs. Cristy Crews
- Mr. Tres Stephenson
- Dr. David Willey

Mrs. Bateman highlighted the Howl at the Moon Legacy Showcase event. She shared a special thanks to Mr. Ronnie Carter for his dedication and support to the athletic department as the main event sponsor for the Hole-in-One Golf Shootout. Mrs. Bateman reported the Sarasota Community Foundation donated \$90,000 to the Edward K. Roberts Scholarship and designated \$30,000 of it for DeSoto County. She stated the remaining balance will be divided between the three counties. Mrs. Bateman highlighted the Larry R. Johnson Softball field. She gave the Board a brief update on the Student Residence Facility. She reported that the legal teams along with Mr. Elliott and herself have worked on the appropriate documents. Mrs. Bateman reported the next step in the process is to obtain 501c3 status. She stated that Mr. Swaine has drafted the By-Laws and Articles of Incorporation for a second DSO and asked for Board approval to move forward. Mrs. Karlson provided a thorough explanation of the required By-Laws.

Mr. Bryan made a motion, seconded by Mr. Baker, to authorize the SFSC Foundation to move forward with the second Direct Support Organization (DSO). Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

Mr. Bryan asked who would serve on the second board. Mrs. Bateman stated that there will be a minimum of five members but no more than seven serving on the new board and will be comprised of members from the tri-county service area.

9.3 **Resource Development**

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 5/17/23. He gave a brief description of the grants.

II. In Development

Perkins Postsecondary

Florida Department of Education (FDOE) \$ 267,051

Perkins Rural Innovation Career & Technical Ed Programs

Florida Department of Education (FDOE) \$ 99,753

9.4 **President's Report**

Dr. Leitzel reported on the following items:

1. Congratulated Mrs. Kris Rider for graduating with her bachelor's degree from Warner University.
2. Announced U.S. News & World Report Best Colleges rankings – Florida Higher Education ranked #1.
3. Reflected on college events/activities: Student Art Show, April 20; Criminal Justice Academy, April 20; Student Awards, April 21; AdventHealth Nursing Patch Ceremony, April 24; Undergraduate Research Symposium, April 24; Dental Hygiene Pinning, May 4; Spring Commencement, May 9; and Nursing Pinning, May 11.
4. Enrollment Update: Dr. Leitzel reported that current summer term credit enrollment is up 8.0%. He stated that projected end of the year total fundable enrollment is up 4.7%.
6. Panther Athletics: Dr. Leitzel highlighted the Athletic Awards held on May 2. He gave a brief recap from the state tournament, May 4-6. Dr. Leitzel highlighted the baseball conference recognitions of some of our SFSC baseball and softball players.
7. Tallahassee Update: Dr. Leitzel gave a brief overview of the legislative session.
8. Recap that the Board will have a special DBOT meeting on June 7 at 10:00 a.m. to reconsider the hiring of the new college president. Then on June 21, the Board will meet for the regular DBOT at 1:00 p.m.

9.5 **Board Attorney's Report**

Mrs. Karlson stated she and the college have received a public records request pertaining to the presidential search. She read the request to the Board. Mrs. Karlson gave a brief overview and guidance to the Board on the next steps that need to be taken to satisfy the request. Mrs. Karlson addressed the issue of personal devices and conducting agency business. She stated that many agencies are developing policies regarding agency business and communications. Mr. Bryan shared similar experiences with public records request and use of personal devices.

Mrs. Karlson asked if the Board was in agreement for her and Dr. Leitzel to move forward with developing a policy for the use of personal devices and conducting agency business and present it to the Board for approval at the June meeting. The Board was in agreement for Mrs. Karlson and Dr. Leitzel to move forward with the development of a new policy.

9.6 Board Members' Reports

Dr. Kirschner stated no report.

Mrs. Rider thanked everyone for their support while she was attending school. She stated that commencement was wonderful.

Mr. Backer thanked everyone who worked on the budget for the workshop. He thanked all those in commencement and commencement preparations. He stated that he watched from home since he was unable to attend due to illness.

9.7 Board Chair Report

Mr. Atchley reminded the Board if they had any new thoughts for new additional interview questions to please send them to Mrs. Bennett. Mr. Bryan asked if the Board should remove questions that were closely related. Mr. Atchley mentioned these questions could be replaced with new ones if the Board so chose. Mr. Atchley gave an inspirational speech to everyone in attendance at the meeting and challenged everyone to continue doing the wonderful work they do for the college.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:13 p.m.