

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DECEMBER 8, 2021**

Members Present: Mrs. Tami Cullens, Chair
Mr. Terry Atchley, Vice Chair
Mr. Tim Backer
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 - Virtually

Staff Present:

Ms. Kayln Baker	Ms. Rose Basso-Dubois	Mrs. Jamie Bateman
Mrs. Ashley Bennett	Mr. Mark Bukowski	Mrs. Kathleen Cappo
Ms. Marlene Cruz	Mr. Erik Christensen	Mr. Peter Elliott
Ms. Cindy Garren	Dr. James Hawker	Ms. Michele Hall
Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Ms. Deborah Latter	Mr. Bruce Leckey	Mrs. Michelle Leidel
Mr. Keith Loweke	Dr. Deb Milliken	Ms. Rasheena Morris-James
Mrs. Candra Polk	Mr. Daniel Prusinski	Ms. Anastasia Saunders
Mrs. Jill Sconyers	Dr. Sid Valentine	Dr. Chris van der Kaay
Ms. Nancy Velez Ocasio	Mrs. Mary von Merveldt	Mrs. Teresa Vorous
Mrs. June Weyrauch		

Excused: Ms. Cindy Garren

Others Present: Mrs. Barbara Kirschner Mr. Bobby Sconyers

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, Mrs. Tami Cullens.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Atchley made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held December 8, 2021 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. Backer made a motion, seconded by Mrs. Rider, to approve the minutes of the regular meeting held October 27, 2021 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 changes were recommended by the Board.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Rasheena Morris-James	Instructor, Nursing	Mary von Merveldt	8/16/21
Marlene Cruz	Instructor, Nursing	Mary von Merveldt	8/16/21
Kayln Baker	Coord. Clinical Exp. & Nursing Lab	Mary von Merveldt	8/18/21
Rose Basso-Dubois	Instructor, Dental Hygiene	Deb Milliken	8/16/21
Nancy Velez Ocasio	Staff Asst. I, Testing	Mark Bukowski	9/1/21
Bruce Leckey	Instructor, Accounting/Business – Temp	Michelle Leidel	9/1/21
Daniel Prusinski	Instructor, Lineman Program – Temp	Erik Christensen	9/1/21

2.2 Employee Retirement Recognition

Employee	Position	Dates of Service
Erik Christensen	Dean, Applied Sciences and Technology	8/17/2004 – 12/17/2021
Jill Feyerharm-Sconyers	Executive Assistant, Institutional Advancement	8/1/2006 – 1/12/2022
Helen Shoemaker	Professor, Nursing	9/26/1994 – 1/14/2022

Mrs. Rider made a motion, seconded by Mr. Wright, to recognize the retirements of Mr. Erik Christensen, Jill Feyerharm-Sconyers, and Helen Shoemaker for their many years of service to South Florida State College. 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.**

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Florida Blue Nursing and Allied Health Scholarship

Dr. Leitzel introduced Mrs. Bateman who reported that the Florida College System Foundation Board of Directors awarded \$13,297 to South Florida State College Foundation for the 2021-2022 Florida Blue Nursing and Allied Health Scholarship. With matching funds, SFSC awarded students from the dental, nursing, and radiography programs. The students were brought forward and introduced by Mrs. Bateman and received their scholarship from Mrs. Tami Cullens, SFSC Chair and member of the Florida College System Foundation Board.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of full-time faculty, full-time professional staff, full-time career service staff, resignations, retirements, and adjunct faculty, 2021-22, academic year as needed as presented.

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

5.2 Operational Actions

5.2.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through October 2021.

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

Mr. Atchley made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.2.1 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

7.1 Curriculum Proposals

Dr. Valentine introduced the curriculum proposals. [\(EXHIBIT "C"\)](#)

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 SFSC Mission Statement Affirmation

The Board reviewed the current SFSC Mission Statement. No changes were recommended.

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

Mr. Atchley made a motion, seconded by Mr. Backer, to affirm the SFSC Mission 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.**

8.2 SFSC Strategic Plan (Destination 2026)

Dr. Leitzel presented the SFSC Strategic Plan (Destination 2026) for approval.

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

Mrs. Rider made a motion, seconded by Mr. Backer, to approve the SFSC Strategic Plan (Destination 2026) 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 October 2021.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$51,287.30** from October 1 through October 31, 2021. Mrs. Bateman recapped a review of the progress with the Student Residence Facility. She stated the review committee will be meeting Monday, December 13 via zoom to discuss finalizations. Mrs. Bateman gave a brief update from the Jacaranda Jubilee and Giving Tuesday events. She announced that the Foundation Christmas Luncheon has sold out with 184 attendees. Mrs. Bateman shared that Mrs. Nancy Dodd with Duke Energy gave the Foundation an unrestricted donation of \$30,000 for the lineman program. She reminded the Board that the Million Dollar Hole-in-One Golf Shootout event will be held January 13-16, 2022 at Sun'n Lake. Mrs. Bateman gave a brief overview of the Hotel Jacaranda renovations.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated 12/08/21.

II. In Development

A. NSF S-STEM

National Science Foundation \$ 750,000

B. Panther Youth Partners

CareerSource Florida \$ 650,000

III. Submitted

A. Strategic Finance for Student Success Grant

National Association of College and University Business Officers \$ 34,500

B. NEA American Rescue Plan Grant to Organizations #2

National Endowment of the Arts (NEA) \$ 100,000

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Announced we are in the Aspen Prize Top 150 for 2023. He stated the application will be submitted on Monday, December 13.
2. Panther Athletics: SFSC Cross-Country team competed at nationals in Richmond, Virginia and finished #14 in the nation.
3. Highlighted the Highlands Delegation that he attended on November 9.
4. Highlighted ADN Pinning on December 6. He stated that twenty-two students graduated.
5. Reflected on the 2021 Veterans Day Celebration. Dr. Leitzel thanked Mr. Christensen for his service and leading the celebration. He thanked Mrs. Cullens for her participation.
6. Panther Emergency Student Aid Fund: Dr. Leitzel distributed HEERF funds report to the Board. Mr. Elliott gave a brief overview of the HEERF funding/projects.
7. Shared the AdventHealth contract signing of the partnership agreement for the nursing program and student scholarships.

8. Reminded the Board of the December 16 Commencement.
9. Tallahassee Update: Dr. Leitzel reported that the Trustees Commission meeting will be held January 18-19. He stated that Mrs. Bennett has made hotel reservations for those who stated they planned to attend. Dr. Leitzel reported that we have not received an agenda yet.
10. Employee Holiday Luncheon and Meritorious Awards: Dr. Leitzel reminded the Board the luncheon will be held on December 15 at 11:30am at the Wildstein Center. He thanked the Board for raffle donation.
11. January 26 DBOT Meeting: Dr. Leitzel reminded the Board that the president's evaluation and the Board self-evaluation are due January 10 to Mrs. Pam Karlson and will be reported at the January 26 DBOT meeting.
12. Reported that the SACSCOC Annual Meeting was held December 2-7 virtually with 5,235 attendees. He shared a few minutes of the opening general session, where Dr. Belle Wheelan recognized and thanked SFSC as she was the Convocation guest speaker. Dr. Leitzel thanked Mr. Christensen and Dr. Heston for their SACSCOC session presentation.
13. Concluded with the SFSC Holiday video. He thanked Mrs. Kuehnle for her work on the video.

9.5 Board Attorney's Report

Mrs. Karlson reported that she will be attending the zoom meeting on Monday, December 13 pertaining to the Student Residence Facility. She stated that she has been working closely with Mr. Swaine and Mr. Schuler. Mrs. Karlson wished everyone a Merry Christmas and Happy New Year.

9.6 Board Members' Reports

Mr. Backer thanked everyone for their continued good work. He wished all a Merry Christmas and Happy New Year.

Dr. Kirschner wished everyone a Merry Christmas and Happy New Year. He thanked Mrs. Bateman for the fuses that she handed out to the Board.

Mr. Wright wished everyone a Merry Christmas.

Mr. Bryan stated no report. He wished everyone a Merry Christmas and Happy New Year.

Mrs. Rider stated no report. She stated blessings to all and a Merry Christmas.

Mr. Atchley thanked the Board for their letter of support for him to apply to sit on the ACCT Governance and Bylaws committee. He stated he received an appointment confirmation letter. He wished everyone a Merry Christmas and Happy New Year.

9.7 Board Chair Report

Mr. Cullens thanked everyone for attending the planning workshop and regular board meeting. She stated that it is an honor to be a part of the SFSC family. Mrs. Cullens reported that the upcoming ACCT conferences will have very strict COVID-19 rules. She wished all a Merry Christmas and Happy New Year.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:17 p.m.

