

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 22, 2022**

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

Staff Present:

Mrs. Ashley Bennett	Dr. Mark Bukowski	Mr. Peter Elliott
Dr. Brent Ferns	Mrs. Anastasia Fuchser	Ms. Cindy Garren
Mrs. Courtney Green	Ms. Michele Hall	Dr. James Hawker
Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Ms. Deborah Latter	Mr. Keith Loweke	Mr. John McLaughlin
Dr. Deborah Milliken	Ms. Darlene Saccuzzo	Ms. Therese Tippie
Dr. Chris van der Kaay	Mrs. Teresa Vorous	Mrs. June Weyrauch

Excused: Mrs. Jamie Bateman Dr. Sid Valentine

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, 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 June 22, 2022 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 Budget Workshop Minutes

Mrs. Rider made a motion, seconded by Mr. Wright, to approve the minutes of the budget workshop held May 25, 2022 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.**

1.2.2 Regular Meeting Minutes

Mr. Atchley made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held April 20, 2022 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 recommendations were made.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

Dr. Leitzel informed the Board that Mr. Anthony Record was not able to attend the board meeting today and will be introduced at a later date.

2.2 Employee Retirement Recognition

Employee	Position	Dates of Service
Darlene Saccuzzo	Professor, Dental Education	1/5/2005 – 6/22/2022

Mr. Backer made a motion, seconded by Mr. Atchley, to recognize the retirement of Darlene Saccuzzo for her many years of service to South Florida State College. 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.**

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 faculty, full-time professional staff, resignations, retirements, adjunct faculty, 2021-22, academic year as needed and adjunct faculty, 2022-23, and academic year as needed as presented.

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

5.2 Grant Awards

5.2.1 Healthy Smiles for Highlands County

Highlands County Hospital District

\$ 5,000

5.3 Agreements and Contracts

5.3.1 Approved the renewal of the dual enrollment agreement between the School Board of Polk County and South Florida State College as presented.

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

5.3.2 Approved the renewal of the dual enrollment agreement between Parkview Prep Academy and South Florida State College as presented.

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

5.3.3 Approved the agreement between CareerSource Southwest Florida and South Florida State College presented.

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

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 May 2022.

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

5.4.2 Property Deletion

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

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

Mr. Atchley made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.4.2 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

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Current Unrestricted Fund Budget

Mr. Elliott presented a request to accept the Current Unrestricted Fund Budget that was discussed at the May 25, 2022 Budget Workshop. Mr. Elliott gave a brief description of the Current Unrestricted Fund Budget to the Board.

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

Mr. Atchley made a motion, seconded by Mr. Bryan, to accept the Current Unrestricted Fund budget 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 FY2022-23 Salary Schedule

Mrs. Cullens asked for a motion to approve the FY2022-23 Salary Schedule that was presented and discussed at the May 25, 2022 Budget Workshop.

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

Mrs. Cullens stated that as the Board Chair she was pleased that the Board was able to approve the Salary Schedule and appreciated all the work and care that went into developing it. She thanked Mr. Elliott and his team for their work on the budget and answering any and all concerns that Board had with moving forward.

Mrs. Rider made a motion, seconded by Mr. Backer, to approve the amended Salary Schedule, establishing a minimum wage rate of \$12.50 per hour for all regularly established positions; implementing a salary increase for all eligible full-time employees of \$4,200 per year, effective July 1, 2022 for all administrative, career service, and professional employees, including the president, and August 15, 2022 for all faculty; and implementing the

college's health plan selections 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.**

8.3 Capital Outlay Budget

Mr. Elliott presented a request to accept the Capital Outlay Budget. Mr. Elliott gave a brief description of the Capital Outlay Budget to the Board.

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

Mrs. Rider made a motion, seconded by Mr. Atchley, to approve the Capital Outlay Budget 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.**

8.4 Capital Improvement Plan (CIP)

Mr. Elliott presented a request to approve the Capital Improvement Plan for 2023-2024 through 2025-2026 and submission to the Division of Florida Colleges. He gave a brief description of the CIP assessment and the needs of the college.

Mrs. Cullens thanked Mr. Elliott for his continued good work.

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

Mr. Atchley made a motion, seconded by Mr. Bryan, to approve the Capital Improvement Plan for 2023-2024 through 2025-2026 and submission to the Division of Florida Colleges 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.**

8.5 Recertification of Direct Support Organization (DSO)

Dr. Leitzel presented on the behalf of Mrs. Bateman a request to accept the 2021 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization in support of the college's vision and mission, utilizing support from the college as presented for the 2022-23 fiscal year.

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

Mr. Atchley made a motion, seconded by Mr. Wright, to accept the 2021 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization for the 2022-23 fiscal year. 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 May 2022.

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

9.2 Foundation Report

Mrs. Anastasia Fuchser reported on behalf of Mrs. Bateman that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$67,169.86** from May 1 through May 31, 2022. Mrs. Fuchser thanked the Board on behalf of the Foundation for reauthorizing the DSO. Mrs. Fuchser highlighted the new Executive Committee members as follows:

- Mr. Don Elwell – President
- Mr. Darrell Jensen – Vice President
- Mrs. Robin Weeks – Treasurer
- Mr. Michael Kelly – Secretary
- Mrs. Cheryl Brown – Member at Large
- Mr. Tres Stephenson – Past President

Mrs. Fuchser referred to Mr. Elliott for an update on the Student Residence facility. Mr. Elliott gave a brief recap of the zoom meeting he participated in with the developer.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 6/23/22. He gave a brief description of the grants.

II. In Development

A. Capacity Building Grant

All Faith’s Food Bank	\$ 800
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III. Submitted

A. Metallica Scholars

American Association of Community College (AACC)	\$ 100,000
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B. Heartlands Games for Active Adults

Florida Sports Foundation	\$ 1,500
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C. General Support Grant

Florida Division of Cultural Affairs (FDAC)	\$ 90,000
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9.4 President’s Report

Dr. Leitzel thanked the Board for their approval of the budget. He thanked Mr. Elliott, Mr. Kesterson and their team for their work in preparing the budget. Dr. Leitzel discussed the future succession in the college organization and gave the Board a brief overview. Dr. Leitzel stated that he has recommended Mrs. Jamie Bateman as the Vice President of Institutional Advancement and External Affairs effective July 1, 2022 as the Board approved in the Salary Schedule.

Dr. Leitzel reported on the following items:

1. Clinical Immersion Legislative Initiative was approved for \$1.4 million by Governor DeSantis. He recognized and thanked Senator Albritton and Representative Tuck for their support.
2. SACSCOC Update: Recognized and congratulated Dr. Valentine as he was chosen to serve the FCS on the Accreditation Review Team to help select accreditation agencies required by SB 7044. SFSC was approved at the SACSCOC June board meeting and is now accredited through 2032.

3. Highlighted the new slider on the college website for Panther Pathways that Mrs. Kuehnle designed. The focus is on the QEP.
4. Recapped the Aspen Prize: Dr. Leitzel announced that the college did not make it to the Top 10 and will remain as a semi-finalist.
5. Enrollment Update: Dr. Leitzel reported for the 2021-22 academic year for overall credit and Adult Education FTE is down 1.58%. He reported that Adult Education enrollment is down but the college is currently implementing changes to help enrollment efforts. Dr. Leitzel reported that current summer enrollment for the 2022-23 academic year is flat.
6. Announced that on June 1 Mr. Manny Diaz, Jr. stepped into his new position as Commissioner of Education. Dr. Leitzel stated that Commissioner Diaz attended the Council of Presidents meeting.
7. Highlighted the Law Enforcement graduation on June 3.
8. 2022-23 Marketing Campaign: Dr. Leitzel recapped the new enrollment campaign.
9. July 13 DBOT meeting: Dr. Leitzel reminded the Board of the dedication/ribbon cutting ceremony for the AdventHealth Center for Nursing Excellence will be held at 11:30 a.m. prior to the regular meeting beginning at 1:00 p.m.

9.5 Board Attorney's Report

Mrs. Karlson stated no report. She reminded the Board to be prepared to think about the positions that will need to be voted on at the July 13 DBOT as the Board reorganizes.

9.6 Board Members' Reports

Mr. Backer wished Mrs. Weyrauch a happy birthday. He thanked everyone that worked on the budget. Mr. Backer recognized and congratulated Dr. Leitzel as he was awarded the United Way Citizen of the Year. He also shared that Mrs. Asena Mott was elected to be on the DeSoto School Board for another term.

Dr. Kirschner thanked everyone for the well wishes.

Mr. Wright thanked Mr. Elliott for the work and time he put forth on the budget. He voiced his confidence in the college and that the budget was approved.

Mr. Bryan agreed with Mr. Wright's statements. He stated that he appreciated Dr. Leitzel and Mr. Elliott for meeting with him and answering all of his concerns on the budget recommendation.

Mrs. Rider gave her vote of confidence and support on recommending Mrs. Bateman for the Vice President position. She stated that she was very pleased with the budget approval.

Mr. Atchley gave an inspirational statement pertaining to the college and the impact and work they do in the community.

9.7 Board Chair Report

Mrs. Cullens thanked everyone for being here today. She stated she appreciated all those who worked and did the research that went into the budget proposal. She stated that she is grateful for the Board support.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:10 p.m.