

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
MAY 25, 2022**

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

**Excused:** Dr. Louis Kirschner

<b>Staff Present:</b>	Ms. Tiffiny Barnes	Mrs. Jamie Bateman	Mrs. Ashley Bennett
	Mrs. Fabiana Castro	Mr. Mike Davis	Mr. Peter Elliott
	Dr. Brent Ferns	Ms. Cindy Garren	Ms. Michele Hall
	Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
	Mr. Keith Loweke	Mr. Isaac Maldonado	Ms. Taylor Massey
	Ms. Maria Gomez-Marin	Dr. Sid Valentine	Dr. Chris van der Kaay
	Mrs. Teresa Vorous	Mrs. June Weyrauch	

**Excused:** Dr. Mark Bukowski Mrs. Melissa Kuehnle

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. Bryan made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held May 25, 2022 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Mrs. Rider made a motion, seconded by Mr. Atchley, 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, 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
Tiffany Barnes	Executive Assistant, VP Academic Affairs/Student Services	Sid Valentine	2/1/22
Isaac Maldonado	Program Specialist, PYP Hardee	Mike Davis	2/1/22
Taylor Massey	Executive Assistant, Institutional Advancement	Jamie Bateman	1/1/22
Maria Gomez-Marin	Case Data Specialist	Fabiana Castro	2/7/22

**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, full-time faculty, full-time career staff, resignations, reappointments, full-time administration staff, 2022-23 and adjunct faculty, 2021-22, academic year as needed as presented.

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

**5.2 Grant Awards**

**5.2.1 Suncoast Remake Learning Days**

Patterson Foundation \$ 1,500

**5.2.2 Panther Youth Partners**

CareerSource Florida \$ 650,000

**5.3 Agreements and Contracts**

**5.3.1** Approved the renewal of lease agreement between the SFSC Foundation, Inc. and South Florida State College for the Hotel Jacaranda as presented.

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

**5.3.2** Approved the renewal of lease agreement between Tri-County Human Services, Inc. and South Florida State College for the Florida Center of Addictions and Dual Disorders as presented.

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

**5.3.3** Approved the contracting for continued legal services with Allen, Norton & Blue, P.A. and Karlson Law Group, P.A., for the 2022-2023 fiscal year under the terms and rates presented.

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

**5.3.4** Approved the agreement between Florida Department of Health (DeSoto County) and South Florida State College as presented.

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

**5.3.5** Approved the agreement between Florida Department of Health (Highlands County) and South Florida State College as presented.

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

**5.3.6** Approved the agreement between HCA Florida Hospital and South Florida State College as presented.

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

**5.3.7** Approved the agreement between HCA Florida Hospital and South Florida State College as presented.

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

**5.3.8** Approved the agreement between Central Florida Health Care and South Florida State College as presented.

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

**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 April 2022.

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

**5.4.2 Property Deletion**

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

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

**5.4.3 Annual Fixed Assets Inventory**

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

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

**Mr. Atchley 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, Mrs. Cullens, 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 presented the curriculum revisions to the Board.

*( EXHIBIT "M" )*

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

## 8.0 PURCHASING AND OTHER ACTION ITEMS

### 8.1 Annual Facilities Inspection Summary Report

Mr. Elliott presented a request to accept the SFSC Fire Safety, Sanitation, and Casualty Inspection reports for the 2021-2022 year as presented. Mr. Elliott gave a brief description of the Annual Comprehensive Safety Inspection Report to the Board.

*( EXHIBIT "N" )*

**Mr. Atchley made a motion, seconded by Mr. Backer, to accept the fire safety, sanitation, and casualty inspection reports for the 2021-2022 year as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, 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 April 2022.

*( EXHIBIT "O" )*

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$6,300.50** from April 1 through April 30, 2022. Mrs. Bateman highlighted the endowed chair recipients as follows:

- Mrs. Peggy Sueppel – Bill and Lisa Jarrett Endowed Chair in Business
- Dr. Daniel Sanches – Norm and Laurie Stephens Endowed Teaching Chair
- Mrs. Kathleen Cappel – Highlands County Health Facilities Authority Endowed Chair for Nursing Education
- Dr. Deborah Milliken – Highlands County Health Facilities Authority Endowed Chair for Dental Education

Mrs. Bateman recapped the Legacy Society – Howl-at-the-Moon event held on Saturday, May 7. She reported that the lease agreement between the college and Hotel Jacaranda was in the consent agenda for approval. Mrs. Bateman referred to Mrs. Pam Karlson, College Attorney for an update on the Student Residence facility. Mrs. Karlson gave a brief recap of the meeting she participated in with SFSC members, Mr. Swaine, and the developer's attorneys. She stated that they are still waiting to hear back from the developer's attorneys pertaining to the master lease. Mr. Wright asked Mrs. Bateman how the repairs on the Hotel Jacaranda were progressing. Mrs. Bateman gave the Board a recap and brief description of the repairs and damages that have occurred at the hotel.

### 9.3 **Resource Development**

#### I. **Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 5/25/22. He gave a brief description of the grants.

#### II. **In Development**

##### A. **Kaleidoscope Series**

National Endowment for the Arts (NEA) \$ 10,000

##### B. **Perkins Postsecondary**

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

##### C. **Perkins Rural Innovation Career & Technical Ed Programs**

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

#### III. **Submitted**

##### A. **Healthy Smiles for Highlands County**

Highlands County Hospital District \$ 16,090

##### B. **Duke Energy – Electrical Lineman Program**

Duke Energy \$ 100,000

##### C. **Panther Pathway Critical Workforce Academies**

Florida Department of Education (FDOE) \$ 2,800,000

##### D. **Continuation Adult General Education - Highlands**

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

##### E. **Continuation Adult General Education - Hardee**

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

##### F. **Grants in Aid of Research for Undergraduate Students At Florida's Minority-Serving & Primarily Undergraduate Institutions**

Florida Academy of Sciences \$ 2,000

### 9.4 **President's Report**

Dr. Leitzel reported on the following items:

1. Recapped the 2023 Aspen Prize Top 25 semifinalist and recognized the three other Florida institutions that made the top 25.
2. Recognized and congratulated Mr. Terry Atchley for being awarded the 2022 Home Rule Hero Award. Mr. Atchley stated it is an honored to be awarded.
3. End of Academic Year Activity Highlights: Student Art Show; Panther Athletics Student Award Ceremony; Student Award Day; and Culinary Arts Student Appreciation.
4. Highlighted Spring Commencement on May 10.
5. Program Graduations: Dental Hygiene Pinning, May 6; Associate in Science in Nursing Pinning, May 12; and Paramedic-Fire Combined Graduation, May 18.

6. 2022-23 Marketing Campaign: Dr. Leitzel shared the current logo and gave a brief overview of the use guidelines for the college logo. He shared the center justification with the Board that the marketing firm would like to use in the new campaign. Dr. Leitzel asked the Board for permission to use the center justification. **Mr. Atchley made a motion, seconded by Mr. Bryan, to grant permission for the marketing firm to modify the current SFSC logo for the up-coming marketing campaign.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**
7. Recapped and highlighted Chancellor Hebda's Highlands campus tour/visit on May 24.
8. Ms. Garren presented the 2022-23 Cultural Arts Season Line-up and highlighted each of the season's performers.
9. June 22 DBOT meeting: Dr. Leitzel stated that Mr. Elliott will recap the budget proposal and the budget approval will be a part of the regular meeting.
10. July 13 DBOT meeting: Dr. Leitzel asked the Board for permission to hold the dedication/ribbon cutting ceremony for the AdventHealth Center for Nursing Excellence at 11:30 a.m. prior to the regular meeting beginning at 1:00 p.m. The Board agreed to host the dedication/ribbon cutting ceremony on July 13 prior to the DBOT meeting.

#### **9.5 Board Attorney's Report**

Mrs. Karlson stated no report.

#### **9.6 Board Members' Reports**

Mr. Backer thanked Mr. Elliott and team for their work on the budget and asked that everyone keep Texas in their prayers.

Mr. Wright thanked Mrs. Karlson for her continued good work as the college attorney. He shared an encouraging conversation on undergraduate research that he had with Dr. Minto Patel.

Mr. Bryan thanked everyone for their work on the budget and budget workshop.

Mrs. Rider stated no report.

Mr. Atchley stated that he appreciates the SFSC employees and the work that was put into the budget workshop. He gave encouraging words to those attending the DBOT meeting. Mr. Atchley thanked Mrs. Karlson for her continued work as the college attorney. He shared that he was able to participate in the May 13 Southern Region meeting for the first time and thanked Mrs. Cullens for her good work.

#### **9.7 Board Chair Report**

Mrs. Cullens thanked the Board for being at both the budget workshop and DBOT meeting. She thanked those who worked on the budget. Mrs. Cullens recognized and thanked Mrs. Karlson for her continued work. Mrs. Cullens wished everyone a happy and safe Memorial weekend.

### **10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:20 p.m.