

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JULY 13, 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. Jamie Bateman | Mrs. Ashley Bennett | Dr. Mark Bukowski |
| Mr. Mike Davis | Mr. Peter Elliott | Dr. Brent Ferns |
| Ms. Michele Hall | Dr. James Hawker | Dr. Michele Heston |
| Ms. Candy Jones | Mr. Don Kesterson | Mrs. Melissa Kuehnle |
| Mr. Jeffrey Miller | Ms. Alexandra Navarrete | Dr. Sid Valentine |
| Dr. Chris van der Kaay | Mrs. Teresa Vorous | Mrs. June Weyrauch |

Excused: Ms. Cindy Garren

Others Present: Mrs. Barbara Kirschner

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, Mrs. Tami Cullens.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Atchley made a motion, seconded by Mrs. Rider, to adopt the agenda of the regular meeting held July 13, 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 Regular Meeting Minutes

Mr. Atchley made a motion, seconded by Mr. Backer, to approve the minutes 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.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. No recommendations were made.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

| Employee | Position | Supervisor | Hired |
|---------------------|---|-------------------|--------------|
| Candy Jones | Instructor, Nursing | Michele Heston | 3/1/22 |
| Jeffrey Miller | Manager Custodial Service and Grounds Maintenance | Peter Elliott | 4/1/22 |
| Alexandra Navarrete | Program Specialist PYP Okeechobee | Mike Davis | 4/1/22 |

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Future Planning

Dr. Leitzel submitted his letter of intent to retire from his current position effective June 30, 2023 to Mrs. Cullens.

Mrs. Cullens immediately called for a motion to recess the DBOT at 1:32 p.m. due to a hoax bomb threat. **Mrs. Rider made a motion, seconded by Mr. Wright, to recess the DBOT meeting at 1:33 p.m.** 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.** After confirmation that the college was safe, Mrs. Cullens reconvened the DBOT meeting at 1:37 p.m. once she knew that everything was deemed safe.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of full-time professional staff, resignation, retirement, and adjunct faculty, 2022-23, and academic year as needed as presented.

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

5.2 Grant Awards

5.2.1 Duke Energy – Electrical Lineman Program

Duke Energy

\$ 82,000

5.3 Agreements and Contracts

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

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

5.3.2 Approved the renewal of the dual enrollment agreement between Grace Christian School and South Florida State College as presented.

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

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Mr. Elliott reported the summary information for disbursements through June 2022 will be provided at the August 2022 District Board of Trustees meeting due to the year-end closing process currently underway.

Mr. Atchley made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.4.1 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

6.1 Reorganization of the Board

Following the District Board of Trustees Policy 2.02, **Mrs. Karlson, Board Attorney called for nominations to serve as the 2022-2023 District Board of Trustees Chair. Mrs. Karlson asked for the nomination of Vice Chair Atchley to serve as Chair. Mr. Wright moved and Mr. Bryan seconded the nomination of Mr. Atchley to serve as Chair for 2022-23. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mr. Atchley abstained. **Motion carried by unanimous vote.**

Mrs. Karlson called for nominations to serve as the 2022-2023 District Board of Trustees Vice Chair. In following District Board of Trustees Policy 2.02, Mr. Wright nominated Mr. Backer. Mr. Wright moved and Mrs. Rider seconded the nomination of Mr. Backer. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mr. Backer abstained. **Motion carried by unanimous vote.**

Mrs. Karlson called for nominations to serve as the 2022-2023 SFSC Foundation Liaison. Mr. Wright stated if no others wanted to serve he would serve as the SFSC Foundation Liaison. Mrs. Cullens moved and Mr. Atchley seconded the nomination of Mr. Wright. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. Mr. Wright abstained. **Motion carried by unanimous vote.**

Mrs. Karlson stated that the Board will need to assemble a Presidential Selection Committee. She gave a brief overview description of the committee responsibilities. Mrs. Karlson stated the Presidential Selection Committee will need a chair. **Mrs. Karlson called for nominations to serve as the Presidential Selection Committee Chair. Mr. Wright moved and Mr. Backer seconded the nomination of Mrs. Cullens. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mrs. Cullens abstained. **Motion carried by unanimous vote.**

Mr. Atchley stated for Mrs. Cullens to continue as Chair for the rest of the board meeting.

Mrs. Cullens thanked the Board for their support during her chairmanship this past year. Dr. Leitzel thanked Mrs. Cullens for her dedicated service and presented her with a framed picture of her from Spring 2022 Commencement with the inscription, "In recognition of her distinguished service as SFSC Board Chairman 2021-2022".

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposal

Dr. Valentine introduced the curriculum proposal containing course revisions.

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

Mr. Backer made a motion, seconded by Mr. Wright, to approve the curriculum proposal 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 Recovery From April 4, 2022 Hailstorm

Mr. Elliott presented a request to accept the budget amendment in the Unexpected Plant Fund (Fund 7) to authorize the expenditure of the proceeds from the insurance recoveries for the necessary repairs due to the hailstorm. He gave a brief overview of the damage repairs.

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

Mr. Atchley made a motion, seconded by Mrs. Rider, to approve an amendment to the Unexpected Plant Fund budget to authorize the expenditure of the proceeds from the insurance claim to repair the damages resulting from the Hailstorm of April 4, 2022 and to engage the proposing firms as necessary to complete the work 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 the financial graphs and summary of revenue and expenditures compared to budgeted funds will be provided at the August 2022 District Board of Trustees meeting due to year-end closing procedures currently underway.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$10,426.00** from June 1 through June 28, 2022.

9.3 President's Report

Dr. Leitzel reported on the following items:

1. Announced and congratulated Dr. Heston as she has been nominated to serve on the Florida Board of Nursing.
2. SACSCOC Update: Received the official letter from SACSCOC that SFSC has been approved and is now accredited through 2032.

3. Highlighted a potential naming opportunity. Dr. Leitzel gave a brief overview and requested Board approval to move forward with naming opportunity of the existing University Center. **Mr. Atchley made a motion, seconded by Mr. Bryan, to move forward in the naming opportunity of the University Center process.** 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.**
4. Reminded Board that the next DBOT meeting is August 17.

Dr. Leitzel thanked the Board for their continued support.

9.4 Board Attorney's Report

Mrs. Karlson stated that in addition to the approval to move forward with the potential naming opportunity of the existing University Center, there is an attorney conflict of interest of the potential naming partner and SFSC Foundation attorney. Mrs. Karlson stated that the SFSC Foundation has asked her to serve as the attorney in this process. Mrs. Karlson stated that she will prepare a waiver form to serve as the SFSC Foundation attorney on this project if approved by the DBOT. **Mr. Wright made a motion, seconded by Mr. Atchley, to approve Mr. Karlson to represent the SFSC Foundation in a limited capacity for the potential naming opportunity process.** 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.

Mrs. Karlson reported on an action of joining another amicus class action appeal in the University of South Florida BOT vs Moore. She stated that a decision had to be made last week prior to the board meeting to join 15 FCS institutions and 11 SUS institutions in this amicus brief appeal. **Mr. Atchley made a motion, seconded by Dr. Kirschner, to affirm board attorney's action of joining the amicus brief in the second OCA appeal in University of South Florida BOT vs Moore.** 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.**

9.5 Board Members' Reports

Mr. Backer stated he will do his best to serve as the Vice Chair for the Board. He thanked Mr. Wright for the nomination.

Dr. Kirschner stated no report.

Mr. Wright stated no report.

Mr. Bryan thanked Dr. Leitzel and Dr. Heston for inviting the Board to be a part of the Nursing Center for Excellence ribbon cutting. He thanked Dr. Leitzel for his hard work and service as the president of SFSC.

Mrs. Rider stated no report.

Mr. Atchley thanked Dr. Heston and team for their work and partnership with AdventHealth. He stated that he appreciated being a part of the ribbon cutting. Mr. Atchley stated that he looks forward to serving the as the Board Chair.

9.6 Board Chair Report

Mrs. Cullens thanked Mrs. Kuehnle for the SFSC swag. She thanked the Board for allowing her to serve as the Presidential Selection Committee Chair. Mrs. Cullens thanked everyone for being here today.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:22 p.m.