

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DECEMBER 7, 2022**

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

Staff Present:

Ms. Kristina Anderson	Mrs. Jamie Bateman	Mrs. Ashley Bennett
Mrs. Melissa Bruns	Dr. Mark Bukowski	Mrs. Kathleen Cappo
Mr. John Conschafsky	Mr. Peter Elliott	Mrs. Charla Ellerker
Dr. Brent Ferns	Ms. Carmen Fontanez	Ms. Cindy Garren
Mr. William Glover	Dr. James Hawker	Dr. Michele Heston
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mrs. Deborah Latter
Dr. Carl Lavin	Mr. Keith Loweke	Mr. Onesimo Ochoa
Ms. Deborah Olson	Mr. Govindah Ramnarain	Mr. Kevin Richardson
Dr. Daniel Sanches	Mrs. Kathy Sandmoen	Dr. Chris van der Kaay
Mrs. Teresa Vorous	Mrs. June Weyrauch	

Excused: Ms. Michele Hall

Others Present: Mrs. Barbara Kirschner Dr. Ed Massey, ACCT
Search Consultant

The regular meeting of the District Board of Trustees was called to order at 1:00 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. Wright, to adopt the agenda of the regular meeting 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

Mrs. Cullens made a motion, seconded by Mr. Bryan, to approve the minutes of the regular meeting held October 19, 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

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Carmen Fontanez	Purchasing Specialist	Deb Olson	08/01/2022
William Glover	Administrative Assistant II, Adult Education and Technical Dual Enrollment	Dr. Bent Ferns	08/02/2022
Dr. Carl Lavin	Instructor, Biology	Dr. Daniel Sanches	08/15/2022
Kathy Sandmoen	Director, Surgical Services	Kathleen Cappel	08/15/2022
Kristina Anderson	Advisor, Dual Enrollment	Charla Ellerker	08/22/2022
Onesimo Ochoa	Specialized Maintenance	Govindah Ramnarain	09/12/2022
Kevin Richardson	Lead Evening Maintenance	Govindah Ramnarain	09/12/2022
John Conschafsky	Staff Assistant I, Human Resources	Melissa Bruns	09/15/2022

Dr. Leitzel introduced and welcomed Dr. Ed Massey, ACCT Search Consultant and former president of Indian River State College.

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 \$15,590 to South Florida State College Foundation for the 2022-2023 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, member of the Florida College System Foundation Board.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of full-time career staff; full-time professional staff; resignations; and adjunct faculty for the 2022-23, academic year as needed as presented.

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

5.2 Grant Awards

5.2.1 Emanon Jazz in Rural Libraries

South Arts

\$ 800

5.2.2 Emerge: Preparing Students for an Innovative Future (Emerge Scholars Program)

National Science Foundation

\$ 749,992

5.3 Agreements and Contracts

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

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

5.3.2 Approved the renewal of the agreement between Hardee County School Board and South Florida State College as presented.

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

5.3.3 Approved the renewal of the agreement between School Board of Highlands County and South Florida State College presented.

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

5.3.4 Approved the agreement between Florida Gulf Coast University and South Florida State College as presented.

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

5.3.5 Approved the agreement between School Board of Highlands County and South Florida State College as presented.

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

5.3.6 Approved the renewal of the agreement between Highlands County Sheriff's Office and South Florida State College as presented.

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

5.3.7 Approved the renewal of the agreement between The Oaks LLC dba Oaks at Avon and South Florida State College as presented.

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

5.3.8 Approved the renewal of the agreement between DeSoto Memorial Hospital 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 October 2022.

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

Mr. Bryan 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

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Heston presented the curriculum proposals and revisions to the Board.

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

Mrs. Cullens 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.**

7.2 2023-2024 Proposed College Calendar

Dr. Heston presented the proposed 2023-2024 College Calendar. She informed the Board the proposed calendar has been reviewed by departments directly involved in providing student services, the Faculty Council, and the President's Council. Dr. Heston stated the calendar has been coordinated to coincide as closely as possible with local school districts and meets the State required dates for beginning terms.

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

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the 2023-2024 College Calendar 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.

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

Mr. Bryan made a motion, seconded by Mr. Wright, 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 2027)

Dr. Leitzel presented the SFSC Strategic Plan (Destination 2027) for approval. Mr. Bryan and Mr. Wright both thanked Dr. van der Kaay for his efforts with the Strategic Plan.

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

Mr. Wright made a motion, seconded by Mrs. Cullens, to approve the SFSC Strategic Plan (Destination 2027) 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 SFSC Presidential Search Committee Recommendation

Mrs. Cullens presented the approval of Mr. Eric Bautista to serve on the SFSC Presidential Search Committee. Dr. Massey recommended that no further additions be made to the committee after this addition. Mrs. Cullens stated that Mr. Bautista was on the original contact committee listing but due to Hurricane Ian he was not able to get in communication to confirm he would serve on the committee.

(EXHIBIT "O")

Mr. Backer made a motion, seconded by Mr. Wright, to approve the appointment of Mr. Eric Bautista to serve on the SFSC Presidential Search Committee 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 Presidential Profile and Minimum Qualifications

Mrs. Cullens welcomed Dr. Massey to the DBOT meeting. Dr. Massey addressed the DBOT pertaining to the Presidential Search Committee and the search process. He asked the DBOT to review the presidential search profile in detail. Dr. Massey gave a brief overview of the candidate ranking sheet. He thanked all the SFSC individuals that he has been working with on the presidential search. Dr. Massey commended Mrs. Cullens for her work chairing the committee. Mr. Atchley emphasized the importance on the new Florida Statute on confidentiality. Mrs. Cullens gave a brief update on the up-coming presidential search meetings. Mr. Backer questioned how the attendance was for the public forums held on November 15 at each one of the campus locations. Dr. Massey gave him a brief update and stated that ACCT received a very good online response from the survey. Mr. Bryan agreed with Dr. Massey on how well Mrs. Cullens handled the first committee meeting. Mr. Bryan stated that he would like to see more emphasis pertaining to employees in the Ideal Characteristic section of the presidential profile. The DBOT reviewed and discussed the presidential profile. Dr. Massey stated that he will work with Mrs. Kuehnle on the DBOT's recommended updates.

(EXHIBIT "P")

Mr. Bryan made a motion, seconded by Dr. Kirschner, to approve the SFSC Presidential Profile, Minimum Qualifications, and Application Materials as presented and give authority to Dr. Massey and Mrs. Kuehnle to make recommended updates and add photographs. 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 2022.

(EXHIBIT "Q")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$84,716.50** from October 1 through October 31, 2022. She gave the Board a brief update on Student Residence Facility and the next steps/options that the Foundation Board will discuss/approve at the January 2023 meeting. Mrs. Bateman stated she will report more at the next DBOT meeting in January. She gave an update report on the Hotel Jacaranda. Mrs. Bateman highlighted the Highlands County Bar Association Gala and the Jacaranda Jubilee.

Mrs. Bateman reported that the Foundation received a grant from Duke Energy Foundation in the amount of \$82,000 to purchase a mini excavator for the Electrical Lineworker Program. She also reported that SFSC has been participating in quarterly conference calls with Duke Energy on how they can support SFSC. Duke Energy is currently looking into a way to offer a scholarship program, identifying students to support with the intentions to hire, providing the students pass all the necessary requirements. Mrs. Bateman gave a brief overview of the appropriation requests that will be submitted for consideration during the up-coming session. She announced that Silver Palm Consulting is now Griffin Group.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 12/7/22. He gave a brief description of the grants.

II. Submitted

A. Student Work Experiences in Remote and Virtualized Environments – SWERVE (NSF-ATE)

National Science Foundation (NSF) \$ 650,000

B. Linking Industry to Nursing Education (LINE) Fund

Florida Department of Education (FDOE) \$ 200,000

C. Increasing Access: The Next Generation of Health Professionals

Florida Department of Education (FDOE) \$ 1,500,000

D. Retired and Senior Volunteer Program (R.S.V.P.)

Corporation for National and Community Service \$ 52,034

9.4 President’s Report

Dr. Leitzel reported on the following items:

1. Governor Ron DeSantis Visits: Dr. Leitzel gave a brief recap of Governor DeSantis’ visit to the Highlands Campus on October 25 and his visit to Matlacha, FL on November 16, where SFSC was awarded funding for the welding program in DeSoto County and the truck driving academy in Highlands County.
2. Highlighted the ACCT Leadership Congress conference held in New York City. He thanked Mrs. Cullens for her service on the ACCT board.
3. Announced Mrs. Melissa Kuehnle received the Chapter President Service award and Region Conference Unsung Hero award at the AFC Annual conference November 15-17. He shared some additional awards that SFSC received at the conference.
4. Graduations/Pinnings: Law Enforcement/Corrections Graduation – November 18 and Associate Nursing Pinning – December 6.
5. Panther Athletics: Dr. Leitzel reported the volleyball team attended the state tournament November 5 in Palatka, FL and finished in 6th place in State. He stated the cross-country team attended nationals in Tallahassee, FL on November 12 and ranked 19th in the nation and 12th in half marathon in the nation.
6. Up-Coming Events: Holiday Luncheon Meritorious Awards – December 14 and Fall Commencement – December 15.
7. Reminded Board the next DBOT will be held on January 18.

9.5 Board Attorney's Report

Mrs. Karlson addressed Mr. Bryan's question about DBOT attending Presidential Search Committee meetings. Mrs. Karlson stated due to the new Florida Statute law the presidential search committee meetings are closed to the public. She announced that an email was sent for the DBOT evaluation and Presidential review for 2022. She asked that they are returned to by January 9. Mrs. Karlson wished everyone a Merry Christmas and Happy New Year.

9.6 Board Members' Reports

Mr. Wright shared an inspirational student story.

Dr. Kirschner stated no report. He wished everyone a Merry Christmas.

Mr. Bryan wished everyone a Merry Christmas. He thanked everyone for their continued hard work.

Mrs. Cullens wished everyone a Merry Christmas and a blessed New Year.

Mrs. Rider stated that it has been a great year and wished everyone a Merry Christmas.

Mr. Backer thanked everyone for their hard work and wished a Merry Christmas.

9.7 Board Chair Report

Mr. Atchley thanked Dr. Leitzel and the DBOT for their cultivation of relationships in the community. He stated that he appreciates the college employee for all they do and wished everyone a Merry Christmas.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:24 p.m.