

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MARCH 22, 2023**

Members Present: Mr. Terry Atchley, Chair
Mr. Tim Backer, Vice Chair
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

Excused: Mr. Derren Bryan

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
	Mrs. Kathleen Cappo	Mr. Mike Davis	Mr. Peter Elliott
	Dr. Brent Ferns	Ms. Cindy Garren	Mr. Junior Gray
	Ms. Michele Hall	Dr. James Hawker	Dr. Michele Heston
	Mr. Curtis Jagger Sar	Mr. Don Kesterson	Mrs. Melissa Kuehnle
	Mr. Keith Loweke	Ms. Vickie Penley	Ms. Jazmin Rosario
	Mr. John Snow	Dr. Chris van der Kaay	Mrs. Teresa Vorous
	Mr. Jon Wasielewski	Mrs. June Weyrauch	

Others Present: Mr. Marc Valero,
Highlands News-Sun

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, Mr. Terry Atchley.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Cullens 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, 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. Rider made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held January 18, 2023 as presented. 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.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. Mr. Backer requested that the April 19 DBOT meeting be moved due to a scheduling conflict. Mr. Atchley stated that the Board will address the request in section 8.1 after presidential search discussion. Mrs. Karlson requested the July 19 DBOT meeting be moved due to a schedule conflict. Mr. Atchley stated that the Board would look at that date at a later time. 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
Jazmin Rosario	Advisor, Pathways	Brent Ferns	11/01/2022
Jon Wasielewski	Technical Assistant, Cultural Programs	John Snow	11/01/2022
Vickie Penley	Program Specialist, Panther Youth Partners	Mike Davis	11/01/2022

2.2 Employee Retirement Recognition

Employee	Position	Dates of Service
Junior Gray	Director, Radiology	07/16/2007-03/31/2023

Mr. Backer made a motion, seconded by Mrs. Cullens, to recognize the retirement of Junior Gray for his 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 career staff; full-time professional staff; full-time faculty; resignations; retirements; adjunct faculty for the 2022-23, academic year as needed; reappointments, vice presidents, 2023-24; reappointments, full-time administrative staff, 2023-24; reappointments, full-time faculty 2023-24; and annual contract (9, 10, 11, 12 month contract depending upon responsibilities) as presented.

(EXHIBIT "A")

5.2 Grant Awards

- 5.2.1 Increasing Access: The Next Generation of Healthcare Professionals**
Department of Labor (DOL) \$ 1,283,000
- 5.2.2 Linking Industry to Nursing Education (LINE) Fund**
Florida Department of Education (FDOE) \$ 200,000

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through January 2023.

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

5.3.2 Property Deletion

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

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

Dr. Leitzel recommended to the Board that Dr. Heston and Dr. Cappo remain in their new roles as Vice President of Academic Affairs and Student Services and Dean, Health Sciences respectively in permanent positions having removed the interim designation.

Mr. Atchley congratulated and thanked both for their commitment to their new position and job duties.

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the Consent Agenda, Items 5.1 through 5.3.2 as presented. 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.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Presidential Finalists Approval

Mr. Atchley asked Mrs. Cullens, chair, Presidential Search Committee, to give a report of the committee workshop held on March 2. Mrs. Cullens gave a brief recap of the presidential search process. She then announced the names of the three candidates recommended by the Presidential Search Committee for consideration. They are as follows:

- Dr. John Davis
- Dr. Amy Bosley
- Dr. Vicky Wood

Mr. Backer made a motion, seconded by Mr. Wright, to approve the presidential finalists recommended by the Presidential Search Committee as presented.

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.**

Mrs. Cullens stated each of the candidates have been contacted to schedule a two-day visit. Mr. Wright requested to see the videos of the three finalists. Mrs. Cullens stated that the link and login will be emailed to each trustee to review prior to the two-day visit and interview. Mr. Atchley thanked Mrs. Cullens and the committee members for their work in the selection process.

Mrs. Cullens distributed the pre-interview prep, suggested interview questions from ACCT and the draft two-day visit/interview schedule. The Board reviewed and discussed the handouts. Mr. Wright requested an interview question be added to the list. Mrs. Cullens suggested that the Board review the interview questions and email any additions or questions to Mrs. Bennett. She stated that she will compile a list from the suggested questions and the Board additions. Mrs. Karlson asked the expectation of her attendance during the interviews. Mrs. Cullens stated that the Board would like for her to attend all three interviews. Mrs. Cullens discussed the possible date change of the April 19 DBOT to accommodate Mr. Backer's schedule conflict. The Board agreed to move the April 19 DBOT meeting and presidential workshop to April 17. **Mr. Backer made a motion, seconded by Mrs. Cullens, to move the April 19 presidential selection workshop and regular DBOT meeting to April 17. The presidential workshop will begin at 10:30 a.m. followed by the regular DBOT meeting at 1:00 p.m.** 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.**

Mr. Atchley reminded the Board of the importance of being in attendance. Mrs. Cullens thanked everyone for their support and work during this process.

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

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 January 2023.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$31,961.60** from January 1 through February 28, 2023. Mrs. Bateman gave the Board a brief update on the Student Residence Facility. She stated that Mrs. Karlson, Mr. Elliott, and herself have met and are recommending to move forward with a separate Foundation for the student facility. Mrs. Bateman reported on the entity formation and highlighted the three key factors for a separate Foundation:

- Establish Entity
- Register as a 501c3
- Develop appropriate documents for DBOT approval

Mrs. Karlson stated under F.S. 1004.7, the DBOT is authorized to create a separate Foundation. She gave a brief overview of what the process would be to establish another Foundation to run the student facility. The DBOT agreed for Mrs. Bateman to move forward with the process of creating a separate Foundation for the student facility.

9.3 Resource Development

I. **Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 3/22/23. He gave a brief description of the grants.

II. **Submitted**

Integrated Educational Training

Dollar General

\$ 10,000

9.4 **President's Report**

Dr. Leitzel reported on the following items:

1. Highlighted Highlands County Youth Awards.
2. Announced Highlands County has installed road signs for the college roadways.
3. Enrollment Update: Dr. Leitzel stated spring term credit enrollment is up 5.17%. He announced that projected end of the year total enrollment is up 3.9%.
4. Reflected on college events/activities: Fire Science, Paramedic/EMT graduation, 1/27; Highlands County Delegation meeting, 2/1; Hardee County Rotary Club on Hardee Campus for CTE month, 2/8; ACCT National Legislative Summit, Washington, D.C., 2/5-2/8; SFSC Automotive Service Technician, ASE Education Foundation Certificate of Accreditation; SFSC HAVC/R for CTE Month, 2/16; Florida Undergraduate Research Council, 2/18, Ford Day for CTE Month, 2/21; SFSC Electronics program for CTE Month, 2/24; Lake Placid High School AVID Tour, Sebring High School African American Culture Club Tour, 2/23; DeSoto County High School College for a Day, 2/24; Criminal Justice Perfect Audit 2021-22; SFSC College Week, 3/6-9; Career and Transfer Fair, 3/8; and 2023 All-Florida Academic PTK Team, 3/31.
5. Announced that SFSC received the 2023-2024 Military Friendly Schools designation.
6. Panther Athletics: Dr. Leitzel gave a brief update on the Fuschetti Park master site plan. Dr. Leitzel announced a naming opportunity for the softball field. Mrs. Bateman gave a brief background on the naming opportunity and how the college was approached for the Larry Ross Johnson Field (Johnson Field). Dr. Leitzel asked for a motion to name the softball field "Johnson Field" in memory of Mr. Johnson. **Mr. Wright made a motion, seconded by Mrs. Cullens, to approve the naming opportunity of the Johnson Field as presented.** 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.**
7. Energy Saving Friday: Dr. Leitzel announced that Energy Saving Friday would begin on June 2 and end July 28. Mrs. Cullens recommended starting Energy Saving Friday on May 26 with the Memorial Day holiday. The Board agreed with Mrs. Cullens recommendation.
8. Tallahassee Update: Dr. Leitzel reported that there is a Trustees Commission meeting tomorrow, March 23, and a Council of Presidents meeting in Tallahassee.
9. Announced the SFSC Cultural Programs Annual Reveal Dinner will be held on April 11 at Island View Restaurant.
10. Reminded Board the next DBOT will now be held on April 17 with a presidential selection workshop at 10:30 a.m. prior to the regular DBOT meeting.

9.5 **Board Attorney's Report**

Mrs. Karlson stated no report.

9.6 **Board Members' Reports**

Dr. Kirschner stated no report but thanked the presidential search committee for their work in the selection process.

Mrs. Rider stated no report.

Mrs. Cullens stated no report.

Mr. Wright stated no report.

Mr. Backer shared that he has seen several articles about the college in the newspaper and he is proud of SFSC and proud to serve on the DBOT.

9.7 Board Chair Report

Mr. Atchley gave an inspirational statement about the college and challenged the Board to not only to be wowed but proud of SFSC.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:55 p.m.