

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
APRIL 17, 2023**

**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:**

Mrs. Jamie Bateman	Ms. Sherill Bell	Mrs. Ashley Bennett
Mrs. Dawn Boersma	Dr. Mark Bukowski	Dr. Kathleen Cappel
Mr. Peter Elliott	Dr. Brent Ferns	Ms. Cindy Garren
Ms. Michele Hall	Dr. James Hawker	Dr. Michele Heston
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mrs. Michelle Leidel
Mr. David Lord, Jr.	Mr. Keith Loweke	Ms. Jessica Pantoja
Mrs. Tina Stetson	Dr. Chris van der Kaay	Mrs. Teresa Vorous
Mrs. June Weyrauch		

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

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Backer made a motion, seconded by Mrs. Rider , 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**

**Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the minutes of the regular meeting held March 22, 2023 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
Shirell Bell	Financial Aid Program Assistant	Tina Stetson	01/03/23
Dawn Boersma	Accounting Specialist	Teresa Vorous	01/03/23
David Lord, Jr.	Instructor, Electric Line Service Repair	Tom Bush	01/05/23

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

**4.1 Student Life, Activities, Services, and Athletics**

Dr. Leitzel introduced Mr. Andrew Polk to the Board, who in turn, introduced the athletic coaches and they brought forward members of the Panther baseball, softball, volleyball, and cross-country teams. Mr. Andrew Polk, student activities director, introduced members of the Student Government Association along with advisors and members of clubs and organizations.

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

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of full-time professional staff; resignations; retirements; reappointments, full-time professional staff, 2023-24; full-time career staff 2023-24; and adjunct faculty for the 2022-23, academic year as needed as presented.

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

**5.2 Grant Awards**

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

Corporation for National and Community Services \$ 52,034

**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 February 2023.

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

**Mr. Backer made a motion, seconded by Mr. Bryan, to approve the Consent Agenda, Items 5.1 through 5.3.1 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, revisions, and deletions to the Board.

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

**Mr. Wright made a motion, seconded by Mrs. Cullens, 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.**

## 8.0 PURCHASING AND OTHER ACTION ITEMS

### 8.1 CCS Presentation Systems Classroom Video Upgrade

Mr. Elliott presented the CCS Presentation Systems for classroom video upgrades. He recommended to enter into a 12-month service agreement.

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

**Mrs. Rider made a motion, seconded by Mr. Wright, to approve the agreement with CCS Presentation Systems 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 Selection of SFSC President

The Board tabled the action to select the next president of the college. A special meeting of the Board will take place on May 3 to consider its options.

**Mrs. Cullens made a motion, seconded by Mr. Wright, to table the decision on the selection of the next president of SFSC to a special called meeting of the District Board of Trustees occurring on May 3, 2023.** 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 February 2023.

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

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$8,678.50** from March 1 through March 31, 2023. Mrs. Bateman gave the Board a brief update on the Student Residence Facility. She stated that the legal teams are currently working on the appropriate documents. Mrs. Bateman announced that she and Mrs. Kuehnle worked with a videographer who is currently editing videos and sizzle reels of the college. She stated that she will share the final cut at a later date.

### 9.3 Resource Development

#### I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 4/17/23. He gave a brief description of the grants.

#### II. Submitted

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

Duke Energy

\$ 50,000

### 9.4 President's Report

Dr. Leitzel reported on the following items:

1. Reflected on college events/activities: Florida Academy of Sciences conference, March 10, Dr. Hawker gave a brief recap of the conference and the student presenters. He shared the Undergraduate Research forum will be held Monday, April 24 at 4:00 p.m. in the University Center. PTK All Academic Awards, March 31; Duke Energy Lineman Rodeo, April 1; SFSC's PTK induction ceremony, April 5; Duke Energy Live Line event, April 12, Dr. Heston gave a brief overview of the event.
2. Hardee Campus: Dr. Leitzel requested the consideration for Hardee County Emergency Management to construct a new public safety radio tower on college property. Mr. Atchley gave an overview of the request for a secondary tower in Hardee County. He stated more details will be forthcoming once the design of the tower is completed. **Mr. Bryan made a motion, seconded by Mrs. Cullens, to approve the consideration for Hardee County to use the SFSC Hardee campus site location to move forward in the grant approval process with details to follow after finalization of tower design.** 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.**
3. Enrollment Update: Dr. Leitzel reported that current summer term credit enrollment is up 6.5%. He stated that projected end of the year credit enrollment is up 4.0%.
6. Panther Athletics: Dr. Leitzel gave a brief update on the baseball and softball team stats and both teams stand a good chance of making it to the state tournament this year.
7. Tallahassee Update: Dr. Leitzel reported that he along with Mrs. Bateman, Mr. Backer, and Mrs. Cullens attended the Trustees Commission meeting, March 23, and were able to meet with Senator Albritton, Senator Grall, and Representative Tuck. He also shared that SFSC Dental Hygiene students attended Smile Day on the Hill.
8. Recapped the SFSC Cultural Programs Annual Reveal Dinner held on April 11. Ms. Garren highlighted the upcoming season performances.
9. Commencement Update: Dr. Leitzel announced that there will be two ceremonies for the May 9 spring commencement.
10. Recapped that the Board will now have a special DBOT meeting on May 3 at 1:00 p.m. to reconsider the hiring of the new college president. Then on May 17, there will be a Budget Workshop beginning at 11:00 a.m. followed by the regular DBOT at 1:00 p.m.

### 9.5 Board Attorney's Report

Mrs. Karlson stated no report.

**9.6 Board Members' Reports**

Dr. Kirschner stated no report.

Mrs. Rider stated no report.

Mrs. Cullens stated no report.

Mr. Bryan stated no report.

Mr. Wright stated no report.

Mr. Backer stated no report.

**9.7 Board Chair Report**

Mr. Atchley congratulated Mrs. Rider as she graduates on April 29 with her bachelor's degree from Warner University. He thanked everyone for all that they do for the institution.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:15 p.m.