

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 21, 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
Dr. Thomas C. Leitzel, President/Secretary
Mrs. Pamela T. Karlson, College Attorney

Staff Present:

| | | |
|------------------------------|----------------------------|------------------------|
| Mrs. Jamie Bateman | Mrs. Ashley Bennett | Dr. Mark Bukowski |
| Dr. Kathleen Cappo | Ms. Carmen Cooper-Robinson | Mr. Peter Elliott |
| Dr. Brent Ferns | Ms. Cindy Garren | Mrs. Courtney Green |
| Dr. James Hawker | Dr. Michele Heston | Mr. Don Kesterson |
| Mrs. Melissa Kuehnle | Mr. Keith Loweke | Dr. Chris van der Kaay |
| Mrs. Teresa Vorous | Mrs. June Weyrauch | Ms. Michele Hall |
| Mrs. Tina Stetson | Ms. Betzaida Cruz | Mr. Chuck Hemler |
| Mr. Gabriel Nieves Hernandez | Mrs. Lorrie Worrell-Smith | Ms. Pamela Roebuck |
| Mr. Rick Hitt | Mrs. Courtney Green | Ms. Lena Phelps |
| Mr. Tom Bush | Mr. Garrett Lee | |

Others Present: Mrs. Barbara Kirschner Mr. Marc Valero –
Highlands News-Sun

The regular meeting of the District Board of Trustees was called to order at 1:05 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. Bryan 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, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 May 10 Special Meeting Minutes

Mrs. Cullens made a motion, seconded by Mr. Bryan, to approve the minutes of the May 10, 2023 special meeting as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2.2 Budget Workshop Minutes

Mr. Backer made a motion, seconded by Dr. Kirschner, to approve the minutes of the budget workshop held May 17, 2023 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2.3 Regular Meeting Minutes

Mrs. Rider made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held May 17, 2023 as presented.

Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2.4 June 7 Special Meeting Minutes

Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the minutes of the June 7, 2023 special meeting as presented.

Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. Mrs. Cullens announced that the ACCT Leadership Congress will be held on October 9-12 in Las Vegas, NV this year and she asked Mrs. Bennett to add that date to the calendar. Mr. Atchley asked the Board to let Mrs. Bennett know if they would like to attend by August 4 for the early bird deadline. He also reminded the Board that there will not be a DBOT meeting in July.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

| Employee | Position | Supervisor | Hired |
|--------------------------|-------------------------------------|--------------|----------|
| Betzaida Cruz | Financial Aid Program Assistant | Tina Stetson | 02/27/23 |
| Pamela Roebuck | Cultural Programs Events Specialist | Cindy Garren | 03/01/23 |
| Gabriel Nieves Hernandez | End User Support Analyst I | Chuck Hemler | 03/06/23 |

2.2 Employee Retirement Acknowledgements

| Employee | Position | Dates of Service |
|-----------------------|--------------------------------|-----------------------|
| Lorrie Worrell-Smith | Coordinator, Cultural Programs | 08/17/2009-08/04/2023 |
| Dr. Thomas C. Leitzel | President | 07/01/2013-06/30/2023 |

Mr. Backer made a motion, seconded by Mrs. Cullens, to recognize the retirement of Lorrie Worrell-Smith for her many years of service to South Florida State College. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

Mrs. Rider made a motion, seconded by Mr. Backer, to recognize the retirement of Dr. Thomas C. Leitzel for his many years of service to South Florida State College. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider; Opposed was Mrs. Cullens. **Motion carried by majority vote.**

The Board also voted to award Dr. Leitzel the prestigious title of President Emeritus for his meritorious serce to SFSC

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; resignations; retirements; full-time professional staff; and adjunct faculty for the 2023-24, academic year as needed as presented.

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

5.2 Agreements and Contracts

5.2.1 Approved contracting for continued legal services with Allen, Norton & Blue, P.A., and Karlson Law Group, P.A., for the 2023-2024 fiscal year under the terms and rates as presented.

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

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

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

5.2.3 Approved the agreement between New Beginnings High School and South Florida State College as presented.

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

5.2.4 Approved the renewal of the agreement between Parkview Prep Academy and South Florida State College as presented.

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

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

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

5.2.6 Approved the agreement between the Dr. Albert Ruiz and South Florida State College as presented.

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

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 April 2023.

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

5.3.2 Property Deletion – June 2023

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

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

5.3.3 Annual Fixed Assets Inventory

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

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

Mr. Bryan made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.3.3 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **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 revisions and additions to the Board.

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

Mrs. Cullens made a motion, seconded by Mrs. Rider, 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, and Mrs. Rider. **Motion carried by unanimous vote.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Current Unrestricted Fund Budget

Mr. Elliott presented a request to accept the Current Unrestricted Fund Budget that was discussed at the May 17, 2023 Budget Workshop. Mr. Elliott gave a brief description of the Current Unrestricted Fund Budget to the Board. Dr. Kirschner questioned the fund balance percentage that was presented. Mr. Elliott explained how the fund balance is calculated.

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

Mr. Bryan made a motion, seconded by Mr. Backer, to accept the Current Unrestricted Fund budget as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.2 FY2023-24 Salary Schedule

Mr. Atchley asked for a motion to approve the FY2023-24 Salary Schedule that was presented and discussed at the May 17, 2023 Budget Workshop.

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

Mr. Backer made a motion, seconded by Dr. Kirschner, to approve the amended Salary Schedule, establishing a minimum wage rate of \$15.00 per hour for all regularly established positions; implementing a salary increase for all full-time employees of \$2.50 per hour or \$5,200 per annum effective July 1, 2023 for all administrative, career service, and professional employees and August 14, 2023 for all faculty; increase overload and adjunct pay of \$2.50 per contract hour;

and add Dental and Vision benefits for all full-time regularly established employees as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.3 Capital Outlay Budget

Mr. Elliott presented a request to accept the Capital Outlay Budget. Mr. Elliott distributed a revised Capital Outlay handout and gave a brief description to the Board.

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

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the Capital Outlay Budget as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.4 Capital Improvement Plan (CIP)

Mr. Elliott presented a request to approve the Capital Improvement Plan for 2024-2025 through 2026-2027 and submission to the Division of Florida Colleges. He gave a brief description of the CIP assessment and the needs of the college.

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

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the Capital Improvement Plan for 2024-2025 through 2026-2027 and submission to the Division of Florida Colleges as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.5 Annual Facilities Inspection Summary Report

Mr. Elliott presented a request to approve the Annual Comprehensive Safety Inspection Reports from Fire Prevention Specialists, a fire retained through the Florida College System Risk Management Consortium.

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

Mrs. Rider made a motion, seconded by Mrs. Cullens, to approve the fire safety, sanitation, and casualty inspection reports for the 2022-2023 year as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.6 Educational Plant Survey

Mr. Elliott presented a request to approve the Educational Plant Survey. He reported that every five years, the college is required to conduct and submit to the Florida Department of Education an Educational Plant Survey.

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

Dr. Kirschner made a motion, seconded by Mr. Backer, to approve the Educational Plant Survey as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.7 Presentation & Acceptance of the 2022-2023 Annual Equity Report

Mr. Atchley asked Mr. Kesterson to present the Annual Equity Update report to the Board. Mr. Kesterson reported on the employment portion and student data portion of the report. He gave a brief overview of student enrollment and completion data. Mr. Kesterson requested the approval of the 2022-2023 Annual Equity Update Report be approved for submittal as presented.

(EXHIBIT "R")

Mrs. Cullens made a motion, seconded by Mrs. Rider, to approve the College's 2022-2023 Annual Equity Report and to authorize its submission to the Florida Department of Education as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.8 Recertification of Direct Support Organization (DSO)

Mrs. Bateman presented a request to accept the 2022 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization in support of the college's vision and mission, utilizing support from the college as presented for the 2023-24 fiscal year.

(EXHIBIT "S")

Mr. Backer made a motion, seconded by Mrs. Cullens, to accept the 2022 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization for the 2023-24 fiscal year. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

8.9 Approval of Presidential Contract

Mr. Atchley stated a draft contract was distributed to the Board for their review. After the Board individually reviewed the draft contract, Mr. Atchley highlighted keys areas that he was involved in negotiating such as salary, housing, and travel. Mr. Bryan thanked both Mr. Atchley and Mrs. Karlson for working on the contract negotiations. Mr. Bryan asked if a relocation to the service area timeline could be added to the contract. The Board discussed the terms of the permanent relocation timeline. Mrs. Karlson stated she would add the relocation addition to the contract. Mrs. Cullens asked if Mr. Hawkins has resigned from the Florida House of Representatives. Mr. Atchley stated that he has not yet resigned as he is waiting on final Board approval of the contract before he resigns. Mr. Atchley stated that a stipulation in the contract indicated Mr. Hawkins shall not make any changes to existing vice presidents and direct reports as of July 1, 2023, other than termination for cause, which terminations must be reviewed and approved by the Board during the initial one-year period.

Mr. Atchley called for a brief recess at 2:56 p.m., to contact Mr. Hawkins with the contract modifications.

Mr. Atchley reconvened the meeting at 3:30 p.m., he stated that he spoke with Mr. Hawkins and Mr. Hawkins accepted the terms of the contract.

Mr. Bryan made a motion, seconded by Mrs. Cullens, to approve the presidential contract as modified during discussion. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

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

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 2023.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$97,121.26** from May 1 through May 31, 2023. Mrs. Bateman highlighted that the Foundation has two new board members, Dr. George Mousa and Judge Heather Beato. Mrs. Bateman gave a brief recap of the yearly scholarship comparison report. She reported that the Sebring Sunrise and Noon Rotary have combined and the Avon Park Noon Rotary and Avon Park Breakfast club have combined efforts to offer one scholarship. Mrs. Bateman reported the Rotary Club of Highlands and the family of Lori Barber donated to increase their current scholarships.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 6/21/23. He gave a brief description of the grants.

II. In Development

Nurse Education, Practice, Quality, and Retention

(NEPQR) – Simulation Education Training (SET) Program

Health Resources and Services Administration (HRSA) \$ 1,500,000

Consolidated Adult Education – Highlands

Florida Department of Education (FDOE)

Adult General Education \$ 217,463

Integrated English Literacy and Civics Education \$ 37,543

Corrections Education \$ 50,000

Total \$ 305,006

Consolidated Adult Education – Hardee

Florida Department of Education (FDOE)

Adult General Education \$ 37,860

Integrated English Literacy and Civics Education \$ 32,131

Corrections Education \$ 50,000

Total \$ 119,991

III. Submitted

Perkins Postsecondary

Florida Department of Education (FDOE) \$ 267,051

Perkins Rural Innovation Career & Technical Ed Programs

Florida Department of Education (FDOE) \$ 99,753

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Announced it is his final DBOT report.
2. Shared the "This Is SFSC" sizzler reel. Mrs. Kuehnle gave a brief update on future plans for the additional film that was taken by the videographer.
3. Reflected on college events/activities: New Legislation shared at conference, May 22-23; Executive Director, Florida Center for Nursing visited campus, May 24; Legislative Delegation, Senator Grall and Rep. Tuck visit, May 25; Law Enforcement Graduation, June 8; and EMT and Paramedic combined Graduation, June 13.
6. Panther Athletics: Mr. Rick Hitt gave a brief recap for panther athletics activities and accomplishments.
7. Tallahassee Update: Dr. Leitzel gave a brief overview of the legislative session. He stated it was a successful year for the FCS.
8. Reflected and gave closing thoughts on his final DBOT meeting.

9.5 Board Attorney's Report

Mrs. Karlson thanked the Board for renewing her contract. She congratulated them on their work with the new president's contract. Mrs. Karlson stated the policy for the use of personal devices and conducting agency business will go before the Board in August. Mrs. Karlson wished Dr. Leitzel a happy retirement and farewell.

9.6 Board Members' Reports

Dr. Kirschner had to leave due to a scheduling obligation.

Mrs. Rider wished Dr. Leitzel farewell.

Mrs. Cullens stated no report.

Mr. Bryan thanked Mr. Atchley for his guidance.

Mr. Backer stated that he has enjoyed working with Dr. Leitzel over the years and appreciates his friendship.

9.7 Board Chair Report

Mr. Atchley stated that Dr. Leitzel will be missed.

Dr. Leitzel thanked Mr. Atchley for his dedicated service and presented him with a plaque with the inscription, "In recognition of his distinguished service as SFSC Board Chairman 2022-2023".

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 4:18 p.m.