**Florida SouthWestern State College
School of Business and Technology
SoBT Department Meeting
(September 12, 2025)
MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| ATTENDANCE | Present | Absent | Excused |
| Administration |  |  |  |
| Dr. Mary Myers, Dean | X |  |  |
| Jennifer Baker | X |  |  |
| Mary Fullenkamp | X |  |  |
| Kimberly Egolf | X |  |  |
| Department Chairs |  |  |  |
| Alisa Callahan | X |  |  |
| Matthew Hoffman | X |  |  |
| Dr. George Kodsey | X |  |  |
| Dr. Brian O’Reilly | X |  |  |
| Faculty |  |  |  |
| Dolores Batiato | X |  |  |
| Kenneth Belcher | X |  |  |
| Frederick Bruno | X |  |  |
| Krissy Cabral | X |  |  |
| Mary Conwell | X |  |  |
| Adam Davis |  |  | X |
| Alex Djahankhah | X |  |  |
| Rushell Hopkins | X |  |  |
| Alicia Law | X |  |  |
| Andrew Locantora |  |  | X |
| Timothy Lucas | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Faculty Cont. |  |  |  |
| Miguel Rivera | X |  |  |
| Mark Snyder |  | X |  |
| Dorothy Thompson | X |  |  |
| Keith Quackenbush | X |  |  |
| William Van Glabek | X |  |  |
| Roger Webster | X |  |  |
| Richard Worch | X |  |  |
| Munir Al Suleh (adjunct) | X |  |  |
| Sandi Towers Romero (adjunct) | X |  |  |
| Sam De Oliveira (adjunct) | X |  |  |
|  |  |  |  |
| Staff |  |  |  |
| Jane Charles |  |  |  |
| Judy Dantes | X |  |  |
| Christopher Renda | X |  |  |
| Albert Nault | X |  |  |
| Ella Pipes | X |  |  |
| Caroline Siefert | X |  |  |
| Michele Pelletier |  |  | X |
| Crystal Wernicke | X |  |  |
| Peter Ocsody |  |  | X |
|  |  |  |  |

**Call to Order.** The meeting was called to order at 1:00 PM.

**New Business.**

**CTE Committee Involvement & Effectiveness Committee**

* Dean Myers encouraged participation in CTE curriculum boards, highlighting their professional value. She noted the importance of statewide committee involvement and the honor of being selected for such roles.
* Dean Myers emphasized the importance of collecting and analyzing data for compliance purposes; it is a mandatory requirement contingent on HLC and provost requests.
* Dean Myers urged everyone assigned tasks to complete them promptly; Professor Thompson thanked those who had responded and encouraged others to check their emails.

**Spring Scheduling**

* Dean Myers advised faculty to review and suggest any changes to their schedules in consultation with their chair and Jennifer.

**Student Enrollment Strategies Discussion**

* Dean Myers and Associate Dean Baker discussed encouraging student enrollment for the upcoming semester. They emphasized the importance of students meeting with advisors and the role of faculty in advocating for their courses.
* Associate Dean Baker announced that open registration would start on October 30th, and she would alert faculty when enrollment numbers were low.
* Professor Van Glabek highlighted the RMI program, which provides insurance licenses to business students without the need for exams.

**Upcoming Events & Engagement Opportunities**

* Dean Myers announced an open house event combining Boo Bash and FSW Preview on October 23rd at the Suncoast Arena, encouraging faculty participation from 5-7:30 PM.
* FSW Preview in Punta Gorda: October 24th
* FSW preview in Naples & Labelle: October 28th
* Reach out to Mary Fullenkamp if you would like to have a table set-up.
* Dean Myers reminded the group of upcoming advisory board meetings. She noted the importance of faculty attendance to review performance data, program reviews, and curriculum with board members.

**Windows 11 Computer Upgrade**

* Mary announced that all faculty computers will be upgraded to Windows 11 by the end of September, as Windows 10 will no longer receive security updates.
* She noted that this change will affect the CGS 1100 course, as students will no longer be able to download and install Office software on their computers.
* A cloud-based Office course, built by McGraw Hill, will be piloted in the spring for all CGS 1100 sections, providing training in Word, Excel, PowerPoint, Microsoft BI, Outlook, and Copilot.

**Renaissance Fair Plans Announced**

* Mary announced plans for a Renaissance fair to be held on March 11-12 at Lee campus, organized by Dr. Bilsky. SoBT has a $500 budget – reach out to Mary Fullenkamp with any ideas.
* The event will feature various activities including medieval market simulations, code breaking challenges, and entrepreneurial pitches, with participation from different schools and departments.
* The fair will coincide with celebrations for the 250th anniversary of the Declaration of Independence, though the exact date for this celebration is still to be determined.

**Adjournment.** The meeting was adjourned at 1:35 PM.

Mary Fullenkamp, Coordinator