

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JANUARY 29, 2020**

**Members Present:** Mrs. Tami Cullens, Chair  
Mr. Tim Backer  
Dr. Louis H. Kirschner  
Mrs. Lana Puckorius  
Mrs. Kris Y. Rider  
Dr. Thomas C. Leitzel, President/Secretary  
Mrs. Pamela T. Karlson, College Attorney

**Excused:** Mr. Derren Bryan Mr. Ken Lambert Mr. Joe Wright

**Staff Present:** Mrs. Jamie Bateman Mrs. Ashley Bennett Dr. Mary "Kate" Calvin  
Dr. Keith Cavado Mr. Erik Christensen Ms. Heylis Cortes  
Dr. Robert Flores Mr. John Frey Ms. Cindy Garren  
Dr. James Hawker Mr. Rick Hitt Mr. Don Kesterson  
Mrs. Melissa Kuehne Ms. Melissa Lee Mr. Glenn Little  
Mr. Keith Loweke Ms. Melisa Mullins Mr. Jose Ulloa Salas  
Ms. Robin Southwell Ms. Vicki Stallings Mr. Jonathan Stern  
Dr. Sidney Valentine Dr. Chris van der Mrs. June Weyrauch  
Dr. Tim Wise

**Excused:** Dr. Michele Heston

**Others Present:** Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:03 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mrs. Tami Cullens.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held January 29, 2020 as presented.**

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

**1.2 Approval of Minutes**

**1.2.1 Planning Workshop Minutes**

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve the minutes of the planning workshop held November 20, 2019 as presented.** Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

**1.2.2 Regular Meeting Minutes**

**Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held November 20, 2019 as presented.** Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

**1.3 Review of Agenda Master Calendar**

The Agenda Master Calendar was reviewed. No changes were recommended.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introduction**

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Mary "Kate" Calvin	Instructor, Chemistry	James Hawker	08/12/19
Heylis Cortes	Staff Assistant I, Human Resources	Robin Southwell	10/01/19
John Frey	Lead Maintenance, Hotel Jacaranda	Robert Flores	10/07/19
Melisa Mullins	Maintenance Office Clerk	Robert Flores	10/01/19
Jose Ulloa Salas	TLC Specialist: Math Lab	Keith Cavedo	08/12/19
Vicki Stallings	Accounts Payable Specialist	Melissa Lee	09/16/19

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

None

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments: full-time administrative; full-time professional; full-time career staff; retirements; resignations; and adjunct faculty 2019-20, academic year as needed.

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

**5.2 Grant Awards**

<b>5.2.1 Pathway to a Pipeline: Advanced Patient Care Technician Apprenticeship</b>	
Florida Dept. of Education (FLDOE)	\$78,556

**5.3 Operational Actions**

**5.3.1 Monthly Accounts Payable/Payroll Check Register**

Mrs. Cullens informed that Board due to computer issues the warrants were unable to be reviewed prior to the DBOT meeting. She suggested removing Item 5.3.1 from the Consent Agenda and moving December 2019, January 2020 warrants to the next DBOT meeting on March 11 for approval.

**5.3.2 Property Donation – Golf Cart**

Approved the donation of a golf cart for use by Student Services, Community Relations, and Institutional Advancement as presented.

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

**Mr. Backer made a motion, seconded by Mrs. Rider, to approve the Consent Agenda, Items 5.1 through 5.3.2 with the removal of Item 5.3.1 as presented.** Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

## 6.0 PLANNING AND POLICY ISSUES

### 6.1 Policy Review and Revisions

Dr. Leitzel gave a brief recap of the proposed revisions that were presented to the Board during the Planning Workshop held on November 20, 2019. He informed the Board that all policies were publicly noticed according to DBOT policy. Dr. Leitzel restated that SFSC staff has reviewed each of the DBOT policies within the past year to ensure compliance with appropriate statutes, rules, and laws as well as to ensure currency. During the review period, minor, non-substantive changes were made (e.g. legal references, position and office titles, grammar, clarifications, etc.) to several policies to ensure currency in accordance with DBOT guidance. Dr. Leitzel informed the Board that all recommendations that were brought forward by Trustees at the Planning Workshop have been documented. Dr. Kirschner stated it is very important for the Board to be prudent when reviewing the policies. Dr. Kirschner restated his concern for the striking of the word "shall" and replacing it with the word "should" in Policy 2.02. Mrs. Karlson, College Attorney, addressed Dr. Kirschner's concern pertaining to the definition of the wording of "shall" vs. "should." She gave clarification of the shift in the terminology. The Board and Mrs. Karlson discussed the wording concern from a legal view. The Board agreed to move forward with the current recommended revision to Policy 2.02.

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

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the discussed and approved recommended revisions to current DBOT policies 2.02, 3.16, 3.17, and 3.18 and to approve the rescission of DBOT Policy 3.24.** Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

## 7.0 ACADEMIC AND STUDENT MATTERS

None

## 8.0 PURCHASING AND OTHER ACTION ITEMS

### 8.1 President's Annual Performance Review

Mrs. Cullens thanked the Board for participating in the president's evaluation. She reported that after reviewing Dr. Leitzel's evaluations submitted to Mrs. Pam Karlson, College Attorney, from the Trustees, she found that Dr. Leitzel had met and exceeded the performance indicators on which the evaluation was based. Mrs. Cullens then asked for a motion to accept the extension of a three year continuing contract for Dr. Leitzel through June 30, 2023.

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to accept the evaluation results and extend a three year continuing contract for Dr. Leitzel through June 30, 2023.** Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

Mrs. Karlson thanked the Board for their participation. She reported that she was not able to obtain an evaluation from Trustee Lambert due to his health issues.

Mrs. Karlson stated the college is very lucky to have Dr. Leitzel as their president. Mrs. Cullens thanked Dr. Leitzel for his service. Dr. Leitzel thanked the Board and college teammates for their continued support.

**8.2 District Board of Trustees Annual Self-Evaluation Review**

Mrs. Karlson distributed copies of the Trustees Annual Self-Evaluation Review to the Board. Each Board member took a moment to review the evaluations. Mrs. Karlson highlighted each topic of the Board Self-Evaluation with key words that were used throughout by each Trustee. Those key words that summarized the Board's Self-Evaluation include:

Strengths	Accomplishments	Improvement	Priorities
Cohesiveness	Oversight	Campus Presence	SACSCOC Reaffirmation
Ability to work well together	Guidance of Leadership Team	Deeper Debate	Continued student success
		Maintain Enthusiasm	

Mrs. Cullens asked the Board for any comments or input pertaining to the summarization. Mrs. Cullens reported that she found the same theme of wording that Mrs. Karlson highlighted in her brief summarization. Mrs. Cullens stated that the Board is honored to serve the students, faculty, staff and administration. Dr. Kirschner stated the current Board in his opinion is the best that he has had the honor of serving. Mrs. Cullens thanked everyone for all that they do here at the college. Mr. Backer stated that it easy to serve on a Board with such great individuals because of the support from the faculty, staff and administration at the college. Since Board Self-Evaluations are required by SACSCOC (Section 4.g.), copies of the evaluation instruments will be maintained in the president's office.

**9.0 REPORTS**

**9.1 Financial Report**

Ms. Lee reported on the financial graphs and a summary of revenue and expenditures compared to budgeted funds within the Operating Budget for FY2019-20 year-to-date.

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

**9.2 Foundation Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$263,088.81** from November 16 through January 7, 2020. Mrs. Bateman reported that she was able to present at the following community events: the Hardee Chamber Lunch n Learn, Coffee and Conversations at Sun'N Lake and the Women's Club of Sebring. She informed the Board the Women's Club of Sebring made a \$3,500 donation. Mrs. Bateman gave an update from the Jacaranda Jubilee and Foundation Christmas Luncheon. She shared the video of Mr. Jacob O'Neill's acceptance speech as he was awarded the Leaders 4 Life \$40,000 scholarship at the Foundation Christmas Luncheon. Mrs. Bateman reported SFSC has had thirteen finalists and eight Leaders 4 Life winners in nine years. She thanked Mrs. Joan Hartt for the runway idea that highlighted past TSIC recipients dressed by one of the Jacaranda clothing vendors. Mrs. Bateman highlighted the recognition the Foundation received in the December/January edition of the Heartland Living Magazine. She stated that there is a great story about the

Jacaranda, our Culinary Arts program, and the Foundation. She shared the story that featured Mrs. Hartt and her team for all that they do to help transform the Jacaranda into the beautiful holiday destination. Mrs. Bateman highlighted the Million Dollar Hole-In-One Shootout. She shared that student athletes were there to greet participants and that there were additional opportunities to win prizes this year. She reported that there were eleven new sponsors over last year. Mrs. Bateman stated the Foundation is very grateful for Mr. Ronnie Carter for being the event sponsor. Mrs. Bateman reported on the TSIC Mentor/Mentee appreciation month. Mrs. Bateman gave the Foundation Annual report to the Board.

### 9.3 **Resource Development**

#### **I. Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 1/29/20. He gave a brief description of the grants.

#### **II. Proposals in Development**

##### **A. Retired Senior and Volunteer Program (RSVP)**

Corporation for National and Community Service (CNCS)                      \$ 52,034

### 9.4 **President's Report**

Dr. Leitzel reported on the following items:

1. Panther Athletics facility upgrades and naming opportunities. Dr. Leitzel asked Athletic Director Rick Hitt to report to the Board on why a "Field House" is needed at SFSC. Coach Hitt gave the Board a description of what the "Field House" would entail and what it could do for the athletic program as a whole. Mrs. Puckorius asked what the cost would be for the facility. Coach Hitt estimated between \$650,000 and \$1 million. Dr. Leitzel thanked Coach Hitt for speaking to the Board. Dr. Leitzel presented two separate naming opportunities to the Board. He stated that the funding would be through the SFSC Foundation. Dr. Leitzel presented the potential naming concepts and requested Board approval for the "Saxon Field House" and for "Fuschetti Park". Mrs. Puckorius made a motion, seconded by Dr. Kirschner, to approve the naming of the SFSC outdoor athletic facilities park "Fuschetti Park". Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mrs. Rider. Motion carried by unanimous vote. Mrs. Rider made a motion, seconded by Dr. Kirschner, to approve the naming of the SFSC field house "Saxon Field House". Those voting in favor of the motion were Mr. Backer, Dr. Kirschner, Mrs. Puckorius, and Mrs. Rider. Motion carried by unanimous vote. Mrs. Cullens abstained from voting due to her affiliation with the Saxon family.
2. Enrollment Update: Dr. Leitzel stated Spring Term is off to a good start. Enrollment numbers are approximately even with the previous Spring.
3. Informed the Board that the Perkins Federal Audit Exit Conference was November 21. He reported that there were zero recommendations. Dr. Leitzel thanked and congratulated Mr. Christensen, Dr. Heston, Ms. Lee and team.
4. Informed the Board on November 21 a press release from Florida Department of Education to SFSC announced the awarding of the Governor's Apprenticeship Grant, Pathway to a Pipeline: Advanced Patient Care Technician. Dr. Valentine gave the Board a brief description of the grant. He stated that SFSC is working with AdventHealth on positions. Dr. Valentine reported that SFSC is 1 of 7 colleges in Florida to receive this kind of grant.

5. Highlighted College Events: Basic Law Enforcement Graduation – Dec. 5; Meritorious Award Winners – Dec. 6; Fall Commencement – Dec. 12 and Opening Day for Softball and Baseball – Jan. 31.
6. Informed the Board the Jacaranda website upgrade has been completed. Dr. Leitzel thanked Mrs. Kuehnle for her work with the upgrade.
7. Parkway Update: Dr. Leitzel highlighted the official Panther Parkway opening date on December 7. He thanked Dr. Hawker and Mr. Andy Polk for attending the opening with Pete the Panther.
8. College Drive Update: Dr. Leitzel and other team members met with Highlands County Staff on December 4. Dr. Leitzel reported on the potential widening of college drive that is now on the FDOT project list. He informed the Board that time lines included design and permitting phase in 2022-2024 and the construction phase in 2024-2025. Dr. Leitzel stated that he will inform the Board of additional meetings with the County.
9. Announced that the Aspen application has been submitted. Dr. Valentine reported to the Board on the Aspen application process. Dr. Valentine thanked the deans, Dr. van der Kaay and his team for their hard work. Dr. Leitzel indicated that acknowledgement of this application would place SFSC in the top 50 colleges in the nation once again.
10. SACSCOC Update: Highlighted SACSCOC Annual Meeting in Houston, TX December 7-11. Dr. Leitzel informed the Board that while at the annual meeting he and the team were able to meet with our SACSCOC Vice President Dr. Linda Thomas-Glover. Dr. Leitzel announced the SACSCOC on-site visitation dates are October 4-7, 2021. He asked the Board to mark their calendars. Dr. Leitzel reflected on the importance of the SACSCOC Accreditation Liaison and what a great job Dr. Valentine is doing as our liaison.
11. Local Updates: Dr. Leitzel asked Mr. Little to give the Board an update on the progress with the ADT access controls for building lockdown. Mr. Little reported that ADT has had some issues with some doors on campus. He stated the problematic doors in Building B will be getting replaced and ADT is finishing the installation at the Lake Placid Center. Mr. Little gave a brief overview to the Board of the access limitations that will be in place once ADT finalizes all the installations. He thanked Dr. Flores and Mr. Keith Loweke for their work with ADT on this project.
12. Florida College System Risk Management Consortium Update: Dr. Leitzel asked Mr. Little to update the Board on the FCSRMC sexual assault notification that was issued. Mr. Little distributed a document to the Board from United Educators, the Consortium's personal liability group, titled "Safeguarding Our Communities From Sexual Predators: What College Presidents and Trustees Should Ask" handout. Mr. Little stated that in recent years, multiple universities have faced sexual predator scandals involving many victims. Mr. Little gave an overview of the requirements of addressing and reporting an incident and making sure that the Board of Trustees are informed. He informed the Board that SFSC has checked all the required boxes and has implemented a new Administrative Procedure 5232 Mandatory Reporting for Child/Vulnerable Adult Abuse.
13. Dr. Leitzel announced the Florida Department of Education approved SFSC's Bachelor of Science in Elementary Education Program continuing accreditation until December 2024. He shared the Commission on Accreditation of Allied Health Education Programs approved SFSC's EMS and Paramedic Programs continuing accreditation until 2025.
14. Stated at the last DBOT meeting he asked permission from the Board to submit an application to Hemp4Water for a hemp research project. The Board unanimously endorsed SFSC to submit an application. Following the Board endorsement, an application was submitted for a research project at SFSC.

15. Informed the Board that he attended a President's meeting with Commissioner Corcoran in Tampa on January 7.
16. Tallahassee Update: Dr. Leitzel stated that there was a positive approach to the session and positive meetings at the Trustee Commission Conference in Tallahassee, January 14-16. He highlighted the AFC Trustees Commission Legislative Conference that was held at Florida State University and shared photos taken with both Senator Ben Albritton and Representative Cary Pigman. Dr. Leitzel distributed Fund Florida Colleges rack cards. He stated that the College system requested an increase of \$27 million to the base. The Council of Presidents agreed in their meeting with Commissioner Corcoran to request a total of \$50 million.
17. Announced that SFSC has had a facility discussion about the possibility of moving the Adult Education Program from the Teacherage to First United Methodist Church, Sebring. Dr. Leitzel informed the Board that the Foundation Board will have final vote on the potential move regarding the Teacherage in Sebring. He stated that he will have more information to come at a later date.

#### **9.5 Board Attorney's Report**

SFSC's DBOT agreed to define a Conflict of Interest Statement consistent with Part III of Chapter 312 of the Florida Statutes that defines a conflict of interest as "a situation in which regard for a private interest tends to lead to disregard of a public duty or interest (112.312(8))." Mrs. Karlson informed the Board that SACSCOC, section 4.2 d requires a certification form. Mrs. Karlson stated that South Florida State College, District Board of Trustees has adopted a policy regarding conflict of interest transactions. By signing the Conflict of Interest Compliance Certification, each board member confirms they have received a copy of District Board Policy 1.06, entitled Conflict of Interest. Further, each board member agrees to avoid conflicts defined as situations in which regard for private interest tends to lead to disregard of a public duty or interest. The signatures below also indicate that each board member will comply with Florida Statutes to avoid any conflict of interest in their duties as a member of the District Board of Trustees of South Florida State College. Pursuant to Florida Statutes a board member must abstain from participating in or voting on any transaction where a conflict or a potential conflict may exist and must disclose the nature of the conflict in writing in accordance with Florida Statutes.

Mrs. Karlson provided the Board with a Conflict of Interest Compliance Certification to be signed by all the Trustees. Mrs. Karlson acknowledged not all Board members were present to sign the Conflict of Interest Compliance Certification form. She stated it will be brought back to the next DBOT meeting for the remaining Board members to sign.

#### **9.6 Board Members' Reports**

Mrs. Puckorius stated no report.

Mr. Backer stated that it was a good trip to Tallahassee for the Trustee Commission meeting. He asked that everyone keep Mr. Terry Atchley and family in their prayers as his grandson passed away in a tragic accident.

Dr. Kirschner had to leave board meeting at the end of the president's report due to a prior schedule commitment.

Mrs. Rider stated no report.

**9.7 Board Chair Report**

Mrs. Cullens stated that she had a productivel time in Tallahassee at the Trustees Commission meeting and is looking forward to having Mrs. Bateman attend the ACCT National Legislative Summit in Washington, DC this year. Dr. Leitzel shared that he, Mrs. Cullens, and Mrs. Bateman will be meeting with a potential donor in Washington, DC. Mrs. Cullens thanked everyone for being here today and looked forward to seeing everyone at the next DBOT meeting on March 11.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 3:37 p.m.

