

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
MARCH 11, 2020**

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

**Excused:** Dr. Louis H. Kirschner Mr. Ken Lambert Mr. Joe Wright

**Staff Present:** Mrs. Jamie Bateman Mrs. Ashley Bennett Mrs. Dolores Breedlove  
Ms. Patricia Cardin Mr. Erik Christensen Dr. Robert Flores  
Mr. Blair Gilfus Mrs. Courtney Green Ms. Jenny Grenke  
Dr. James Hawker Mr. Don Kesterson Mrs. Melissa Kuehnle  
Mrs. Deborah Latter Ms. Melissa Lee Mr. Glenn Little  
Ms. Anastasia Saunders Mr. Jonathan Stern Mrs. Tina Stetson  
Ms. Kelly Sweet Dr. Sidney Valentine Dr. Chris van der Kaay  
Mrs. Mary von Merveldt Mrs. June Weyrauch Dr. Tim Wise

**Excused:** Mrs. Cindy Garren Dr. Michele Heston

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

The regular meeting of the District Board of Trustees was called to order at 1:06 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**

**Mrs. Rider made a motion, seconded by Mr. Backer, to adopt the agenda of the regular meeting held March 11, 2020 as presented.**

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

**1.2 Approval of Minutes**

**1.2.2 Regular Meeting Minutes**

**Mr. Bryan made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held January 29, 2020 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, 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
Dolores Breedlove	Case Data Specialist, Farmworker Career Development Program	Erik Christensen	10/07/19
Patricia Cardin	Instructor, Nursing	Mary von Merveldt	08/12/19
Blair Gilfus	End User Support Analyst I	Chris van der Kaay	08/12/19
Jenny Grenke	Administrative Assistant II, Adult Education	Courtney Green	12/02/19
Anastasia Saunders	Coordinator, Institutional Advancement & Alumni Development	Jamie Bateman	11/01/19
Kelly Sweet	Financial Aid Data Specialist	Tina Stetson	11/01/19

**2.1 Employee Retirement Recognition**

Employee	Position	Dates of Service
Pamela S. Vestal	Purchasing Specialist	05/11/92 – 03/31/20

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to recognize the retirement of Pamela S. Vestal for her many years of service to South Florida State College.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Rider, and Mrs. Puckorius. **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 appointments: full-time faculty; full-time career staff; retirements; reappointments, vice presidents, 2020-21; reappointments, full-time administrative staff, 2020-21; reappointments, full-time faculty, 2020-21; annual contract (9, 10, 11, 12 month contract depending upon responsibilities) ; and adjunct faculty 2019-20, academic year as needed.

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

**5.2 Agreements and Contracts**

5.2.1 Approved the new agreement with Fort Meade Dental as presented.

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

5.2.2 Approved the new agreement with Smile Design Dentistry.

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

5.2.3 Approved the new agreement with Viet Ho Prosthodontics and Implant Dentistry.

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

5.2.4 Approved the renewal agreement with Career Source Southwest Florida.

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

5.2.5 Approved the renewal agreement with Career Source Heartland.

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

**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 2020.

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

**5.3.2 Property Deletion**

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

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

**Mr. Bryan made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.3.2 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Puckorius, 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. Valentine introduced the curriculum proposals.

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

Dr. Valentine informed the Board that modifying the AS program by offering a new course (Intermediate Accounting) to provide students the necessary accounting skills and knowledge when it comes to competing for jobs and restructuring the program course structure to strengthen the skill set and knowledge of accounting students. He stated that modifying the CCC program to align with changes to articulating AS degree. He reported there will be no change to program lengths; effective Fall 2020 (202110). Dr. Valentine reported the revision to the medical office and administrative programs' course structure to stay current with the Department of Education (DOE) frameworks and to meet the needs of medical offices and students. Plus add, "You must pass each course with a C or higher" since medical knowledge is vital in a patient care setting. He reported no change to program lengths; effective Fall 2020 (202110). Dr. Valentine reported on offering Overview of Anatomy and Physiology as an additional option for students to earn science credits that do not require prerequisite(s), and/or for student interested in learning principles of anatomy and physiology, but do not have the need of ability to complete two full terms of anatomy and physiology lecture/lab. He stated the course will be designated as a general education science elective under the non-laboratory sciences and open to all programs/majors; effective Fall 2020 (202110).

Dr. Valentine reported that ACG 2170 Financial Statement Analysis is no longer needed as an elective for the accounting programs.

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve the curriculum proposal as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

## 7.2 2020-2021 College Calendar

Dr. Valentine presented the 2020-2021 College Calendar.

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

Dr. Valentine reported the adjustment to the 2020-2021 College Calendar allows an extra week before the start of the Spring 2021 term for students to register for classes, complete financial aid applications, and get placed within classes before the Spring term begins. He informed the Board this adjustment will minimize the negative effects of adding students to class rosters after classes have already begun. He stated in the previous years, there were only two days between faculty and staff returning to campus and classes beginning for the Spring term. All delayed registration processes for Spring term took place during those two days. Dr. Valentine informed the Board that the calendar dates align better with the local school districts and helps the college to serve the community better.

Mrs. Cullens stated that she appreciates the time between the terms to help the students to be more efficient.

**Mr. Backer made a motion, seconded by Mrs. Rider, to approve the 2020-2021 College Calendar as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

## 8.0 PURCHASING AND OTHER ACTION ITEMS

### 8.1 Special Recognition For Trustee Lambert

Mrs. Cullens informed the Board according to Florida Statute 1001.61(4), "At its first regular meeting after the July 1 of each year, each Florida System institution board of trustees shall organize by electing a chair, whose duty as such is to preside at all meetings of the board, to call special meetings thereof, and to attest to actions of the board, and a vice chair whose duty as such is to act as chair during the absence or disability of the elected chair. It is the further duty of the chair of each board of trustees to notify the Governor, in writing, whenever a board member fails to attend three consecutive regular board meetings in one fiscal year, which absences may be grounds for removal." Mrs. Cullens reported that due to his illness Mr. Lambert has been unable to attend regular board meetings since October 2019. She stated that she and Dr. Leitzel will notify the Governor in writing per Florida Statute 1001.61(4) of Mr. Lambert's absences. Mrs. Cullens recognized Mr. Lambert during a special presentation. She then asked for Board approval to honor Mr. Lambert with Trustee Emeritus and to establish the Kenneth A. Lambert Memorial Endowment. Mrs. Cullens asked Mrs. Bateman to speak further on the endowment. Mrs. Bateman reported the purpose of the gift, established through the efforts of the South Florida State College District Board of Trustees as a tangible means of perpetuating the memory of Mr. Lambert and his commitment, dedication, and love for SFSC. She stated gifts given will provide financial support for SFSC to meet needs and fund projects that cannot be met by the general operating budget. Mrs. Bateman stated

the Foundation is responsible for the management of the gift given by a donor with the goal that the capital value of the funds will be maintained in perpetuity to accomplish the terms of this endowment. Mr. Bryan questioned the difference between an endowment vs. scholarship. Mrs. Bateman explained the difference between an endowment vs. scholarship and how an endowment would be a better choice to honor Mr. Lambert, as an endowment can be modified to the needs of the college. Mr. Bryan stated that he believes Mr. Lambert would be happier with an endowment to serve the college. Mr. Bryan added that he has visited with Mr. Lambert and shared that he is in good spirits and at peace. He stated that Mr. Lambert loved SFSC and being able to support the community. Mrs. Cullens thanked Mrs. Bateman and Dr. Leitzel for their work.

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to recognize the contributions of Mr. Kenneth A. Lambert with a special recognition of Trustee Emeritus.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

**Mr. Bryan made a motion, seconded by Mrs. Rider, to recognize the contributions of Mr. Kenneth A. Lambert with The Kenneth A. Lambert Memorial Endowment.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

## 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.

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

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$33,528.66** from January 8 through February 25, 2020. Mrs. Bateman briefly highlighted baseball alumni Coach Ronnie Jackson, Mr. Hoppy Rewis, and Mr. Fred McCall (first pitcher) all SFSC class of 1968 and 1969 throwing out the first pitch at our SFSC Panther baseball game. Mrs. Bateman shared the Foundation Midnight at the Masquerade will be held at the Hotel Jacaranda on Thursday, April 16. She gave a brief description to the Board of the event. She announced the Foundation Legacy Showcase on Saturday, October 24 will have the dueling pianos as entertainment again and Mr. Keith Goodson will be doing a live painting session during the event to be auctioned later that night. Mrs. Bateman informed the Board that attendees can now register online with Event Bright, which is a new tool for the Foundation. She thanked Ms. Anastasia Saunders for her work with the events.

### 9.3 Resource Development

#### I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 3/11/20. He gave a brief description of the grants.

#### II. Submitted Proposals

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

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

<b>B. Student Support Services</b>	
U.S. Department of Education, Office of TRiO Programs	\$ 1,337,381
<b>C. Sail on: Beach Boys Tribute Matinee</b>	
South Arts	\$ 3,750

#### 9.4 President's Report

Dr. Leitzel reported on the following items:

1. Highlighted Panther Athletics Softball and Baseball: Opening Day – Jan. 31, first pitch Mr. Rob Hampton; and opening pitches from Coach Ronnie Jackson, Mr. Hoppy Rewis, and Mr. Fred McCall.
2. NJCAA Announcement: Athletic Director Rick Hitt was appointed to the Class of 2020 Hall of Fame NJCAA Baseball Coaches Association. Dr. Leitzel distributed the press release to the Board. He informed the Board that Coach Hitt will be inducted in May 2020 in Colorado.
3. Announced SFSC achieved the Military Friendly prestigious designation again. Dr. Leitzel thanked both Dr. Wise and Mr. Hampton for their work during the application process.
4. Hemp4Water Update: Dr. Leitzel stated following the Board's endorsement in December 2019, an application was submitted for a hemp research project at SFSC. He informed the Board the application was approved and a permit was received in early February 2020. Dr. Leitzel reported that SFSC and Mr. Steve Edmonds with Hemp4Water held an organizational meeting on February 28 to discuss the next phase of the project. He stated the goal is to use the bio mats to reduce the amount of nitrogen and phosphorous in our lakes. Dr. Leitzel gave an overview of the research project that will include faculty/students. He informed the Board that the SFSC research project is the only one doing fiber research with hemp and the only one in the country doing water bio-remediation. Dr. Leitzel stated that he is very proud of Ms. Kendall Carson, Dr. James Hawker and students for their work and research. He shared that a press release is in the works. Dr. Leitzel informed the Board the Monday, March 23 will be the first day to start the research project. Dr. Hawker stated that he is very excited and this will be a great opportunity for the students. Dr. Leitzel thanked the Board for their endorsement.
5. Highlighted SFSC's commitment to applied/undergraduate research with thanks to Dr. Hawker. Dr. Leitzel reported that Dr. Hawker along with Ms. Amy Bohan took three SFSC students to present their research projects at the Florida Undergraduate Research Conference (FURC) held at Florida Gulf Coast University in Fort Myers. Dr. Hawker gave a brief description of each student's research project to the Board. Dr. Leitzel stated due to COVID-19 the San Diego research conference has been canceled that the students were scheduled to attend. He informed the Board that SFSC will host a Student Research Forum so, the students can present their projects.
6. College For A Day Update: Dr. Leitzel asked Dr. Wise to speak to the Board. Dr. Wise reported that 700 students attended the event this year from our local high schools. He gave a brief overview of the event.
7. Male Minority Initiative Update: Dr. Leitzel asked Dr. Wise to report on the event. Dr. Wise reported that this is the fifth year that SFSC has held this event. He shared that Mr. Rob Hampton lead the event this year. Dr. Wise gave a brief description of the event. He stated that there were group workshops to discuss careers and opportunities to the attendees. Dr. Wise reported that they had alumni that have went through the program speak with the attendees.
8. Dr. Leitzel announced that Mr. Keith Goodson is on campus refreshing Enlightenment Tower.

9. Highlighted College Events: DeSoto Arts and Humanities Council Art Show on the DeSoto Campus, March. 6-7; and 2020 All-Florida Academic Award Ceremony held in St. Petersburg, March. 6. Dr. Leitzel thanked Mrs. Cullens and Dr. Valentine for attending to honor the SFSC student recipients.
10. Local Events: Avon Park Champions Club Dinner, March. 7. Dr. Leitzel thanked Mrs. Cullens, Mrs. Bateman and Ms. Patty Manderville for attending the event.
11. Teacherage Update: Dr. Leitzel announced at the last DBOT meeting 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. Dr. Leitzel reported that the Foundation Board action is that the Foundation Board attorney and the School District attorney will review the agreement pertaining to the ownership of the Teacherage. Dr. Leitzel informed the Board that SFSC will move forward with moving the Adult Education Program to the First United Methodist Church, Sebring.
12. Tallahassee Update: Dr. Leitzel distributed the Patriot's Path press release to the Board. Attending on behalf of SFSC was Mrs. Cullens, consultant to e-Defense project Mr. David Lowe and Dr. Leitzel. He gave a brief overview about the conference. Dr. Leitzel shared he and Mrs. Cullens attended a reception at the Governor's Mansion. He reported that the legislative session is supposed to end this week but believes it may be extended into next week. Dr. Leitzel commended both Senator Albritton and Representative Pigman for their continued support.
13. SACSCOC Update: Dr. Leitzel announced that Dr. Linda Thomas-Glover, SACSCOC Vice President will be a guest at Convocation this year. He reminded everyone that our SACSCOC on-site visit is October 4-7, 2021.
14. Announced that Mr. Christensen attended a conference in Annapolis at the Naval Academy to meet about potential Naval Community Colleges. He asked Mr. Christensen to give the Board a brief report. Mr. Christensen informed the Board that he presented at the Naval Academy, February 26-27. He stated the goal is to have Sailors/Marines register for school and finish their two-year degree within their first year of enlistment. Dr. Leitzel thanked Mr. Christensen for his service.
15. Coronavirus (COVID-19) Precautions: Dr. Letizel reported on what SFSC is doing to keep everyone informed with up-to-date information. He gave a brief overview of the updates that are happening now in the Florida College System and how we are to prepare for COVID-19. Dr. Leitzel stated that he will keep the Board informed about COVID-19 and how SFSC will proceed.

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

Mrs. Karlson reminded the Board that, 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 assures the governing board, "defines and addresses potential conflict of interest for its members." 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 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 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 no report.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

**9.7 Board Chair Report**

Mrs. Cullens reported that she participated in the Financial Aid Audit Exit Conference and was happy to announce that there were no findings and minor recommendations. She thanked Ms. Melissa Lee and her team for their work. Mrs. Cullens informed the Board that it was a very productive ACCT National Legislative Summit in Washington, DC and that she, Dr. Leitzel, and Mrs. Bateman were able to meet with donors while there. Mrs. Cullens informed the Board that while in Washington, DC that she and Mr. David Lowe, consultant for e-Defense program were able to reach out to Senator Rubio and Representative Steube's office to let them know what SFSC is currently doing with e-Defese. She stated that she was glad she was able to attend the Patriot's Path press conference. Mrs. Cullens shared that it is always a pleasure to be able to sit and meet with Chancellor Hebda. Mrs. Cullens wished everyone a wonderful Spring Break.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2.42 p.m.