

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
May 27, 2020 – VIRTUAL**

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

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Ms. Melissa Lee	Mr. Glenn Little
Mr. Jonathan Stern	Dr. Sidney Valentine	Dr. Chris van der Kaay
Mrs. June Weyrauch	Dr. Tim Wise	

Excused: Mrs. Cindy Garren

Due to COVID-19 pandemic and the Governor's Executive Order 20-69, the virtual meeting of the District Board of Trustees was called to order at 3:07 p.m. by Board Chair, Mrs. Tami Cullens. Mrs. Cullens called the trustee roll call. All trustees were present. Mrs. Cullens asked Mrs. Bennett to do the roll call of those attending the DBOT meeting via Zoom. Mrs. Cullens gave a brief explanation to the trustees on how the virtual DBOT meeting would proceed and asked if they had any questions.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Wright made a motion, seconded by Mr. Backer, to adopt the agenda of the virtual meeting held May 27, 2020 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the minutes of the regular meeting held March 11, 2020 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **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

None

3.0 PUBLIC COMMENT

Mrs. Cullens asked if there were any members of the public who wished to address the Board. There being none present, Mrs. Cullens continued with the DBOT agenda.

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

Dr. Leitzel acknowledged that Mr. Glenn Little, Vice President for Administrative Services will be retiring on December 18, 2020. He thanked Mr. Little for his dedicated service to SFSC. Dr. Leitzel shared with the Board that SFSC will advertise nationally for his position.

5.1 Personnel Actions

Approved a list of appointments: full-time professional staff; retirements; terminations; reappointments full-time faculty, 2020-21; reappointments, full-time professional staff, 2020-21; reappointments, full-time career staff 2020-21; and adjunct faculty 2019-20, academic year as needed.

(EXHIBIT "A")

5.2 Grant Awards

5.2.1 Sail On

South Arts \$ 3,750

5.2.2 Art Works

National Endowment of the Arts (NEA) \$ 10,000

5.2.3 Higher Education Emergency Relief Fund – IHEs

Department of Education (DOE) \$ 1,055,723

5.2.4 Higher Education Emergency Relief Fund – IHE/Institution

Department of Education (DOE) \$ 1,055,723

5.3 Agreements and Contracts

5.3.1 Approved the renewal of lease agreements for the Hotel Jacaranda and the SFSC Teacherage as presented.

(EXHIBIT "B")

5.3.2 Approved the renewal of the lease agreement between Tri-County Human Services, Inc. and South Florida State College for the Florida Center for Addictions and Dual Disorders as presented.

(EXHIBIT "C")

5.3.3 Approved the contracting for continued legal services with Allen, Norton, & Blue P.A. and Karlson Law Group, P.A. for the 2020-2021 fiscal year under the terms and rates presented.

(EXHIBIT "D")

5.3.4 Approved the Special Needs Shelter Agreements between South Florida State College and the DeSoto and Hardee Emergency Managements as presented.

(EXHIBIT "E")

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through April 2020. [\(EXHIBIT "F"\)](#)

5.4.2 Bad Debt Listing

Approved the write off of uncollectible debt in the amount of \$10,819.88 as presented.

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

5.4.3 Donation – 2015 Ford Focus

Approved the donation of a 2015 Ford Focus for use by the automotive programs as presented.

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

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the Consent Agenda, Items 5.1 through 5.4.3 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mrs. Cullens confirmed that Mrs. Puckorius was able to review the monthly warrants prior to the DBOT meeting. Mrs. Cullens stated the she is grateful that Mrs. Pam Karlson will continue her service as Board attorney. She thanked Mrs. Karlson for her service and council to the Board. Mrs. Cullens gave a brief update on the two Higher Education Emergency Relief Fund grants through the CARES Act that were awarded to SFSC.

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Valentine introduced the curriculum proposal.

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

Dr. Valentine informed the Board that adding the new two credit hour course to the general education elective selection would supplement the other Student Life Skills (SLS) offerings to ready students for success in the workplace. He reported the course will explore the generational differences in the current and unprecedented five generational workplace with guidelines on how to navigate across the generational boundaries. If approved course will be effective Fall 2020.

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Annual Facilities Inspection Summary Report

Mr. Little presented a request to accept the SFSC Fire, Safety, Sanitation, and Casualty Inspection reports for the 2019-2020 year as presented. Mr. Little gave a brief description of the Annual Comprehensive Safety Inspection Report to the Board. Mr. Little addressed repairs that have not been completed due to the COVID-19 interruption.

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

Mr. Backer made a motion, seconded by Mr. Wright, to accept the fire safety, sanitation, and casualty inspection reports for the 2019-2020 year as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **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 **\$42,796.25** from February 26 through May 13, 2020. Mrs. Bateman reported that the Rotary Club of Highlands County recently gave \$5,000 for their scholarship with the intention of achieving their endowment goal. She also reported that the Highlands County Bar Association amount brought toward their endowment goal was over \$15,000. Mrs. Bateman highlighted that the Kenneth A. Lambert Memorial Endowment has received donations even as recent as of today May 27. Mrs. Bateman announced that the Foundation has elected new officers for the Executive Committee as follows; Mr. Tres Stephenson, President, Mr. Darrell Jensen, Vice President, Mr. Bill Jarrett, Secretary, and Mrs. Robin Weeks, Treasurer. She also announced the upcoming board meeting dates/times for the Foundation Board and the Executive Committee. Mrs. Bateman highlighted future plans for the Foundation and networking with potential donors. Mrs. Bateman shared with the Board a new concept the Alumni Association started called Moments of Motivation. These are short videos of alumni to current students on how to preserve and press on during difficult times that are shared on social media. Mrs. Bateman informed the Board of future Alumni Association networking plans. She reported that Take Stock in Children recognized graduating seniors with a ceremony and distributed medallions via a drive-thru medallion night where seniors arrived to be adorned with their medallions. Mrs. Bateman reported in the fall Take Stock in Children will have twenty-eight new students.

9.3 Resource Development

I. Grants Development Report

Mrs. Bennett emailed the Grants Development Report dated 5/27/20 prior to the DBOT meeting. Dr. van der Kaay reviewed the Grants Development Report. He gave a brief description of the grants.

II. In Development

- A. Florida Farmworker Career Development Program**
Florida Department of Education (FLDOE) \$ 215,487.77

III. Submitted Proposals

- A. Healthy Smiles for Highlands County**
Highlands County Hospital District (HCHD) \$ 12,100
- B. NEA CARES Act**
National Endowment for the Arts (NEA) \$ 50,000
- C. Duke Energy – Electrical Lineman Program**
Duke Energy \$ 15,000
- D. Write Her Future**
ProLiteracy \$ 5,000
- E. Higher Education Emergency Relief Fund – Minority Serving Institutions**
Department of Education (DOE) \$ 130,179

9.4 President’s Report

Dr. Leitzel reported on the following items:

1. COVID-19 Update: Dr. Leitzel informed the Board of the coronavirus precautions that the college has implemented and the information that has been shared with SFSC employees. He highlighted how the college has gone virtual with meetings, interviews, and webinars. Dr. Leitzel thanked Mrs. Ashley Bennett for organizing the virtual May 27 DBOT meeting and conducting trainings to those not familiar with Zoom. He thanked Mrs. June Weyrauch for running the behind the scenes virtual May 27 DBOT meeting and he also thanked Dr. van der Kaay for his technical assistance. Dr. Leitzel thanked Mrs. Bateman and team for the virtual message that was shared on social media. He praised the faculty for their ability to shift from in-person to virtual classes for the end of spring term and to kick-off the summer term.
2. Highlighted Celebrating Heroes: Dr. Leitzel shared with the Board the Celebrating Heroes campaign that Mrs. Melissa Kuehne put together and has been displayed on the electronic billboard and social media. He gave a brief back ground on the campaign and thanked Dr. Valentine for the idea.
3. CARES Act Funding Update: Dr. Leitzel gave a brief overview of the CARES Act funding, SFSC has named the Panther Emergency Student Aid Fund. He announced that the first round of funds were distributed to students on May 8. Dr. Leitzel asked Dr. Wise to give an update to the Board. Dr. Wise gave the Board a brief background on the process that SFSC has conducted to award funds to students. He stated that SFSC was in full compliance with federal regulations. Dr. Wise reported his team has reached out to students via phone calls from April 1 – May 18. He informed the Board that 28,520 contacts were made and SFSC continues to make contact with students. Dr. Leitzel reported that Mrs. Tina Gottus has partnered with Ed2Go on ten free courses that the community can take.
4. Spring Commencement Update: Dr. Leitzel recognized Mrs. Jamie Bateman for her recommendation of a Spring Graduation Recognition Video for students who were unable to participate due to the postponement of Spring Commencement from COVID-19. Dr. Leitzel shared the video with the Board previously. He reported that the video

was posted on social media and it received many comments of appreciation. The video received over 2,500 views. Dr. Leitzel informed the Board that SFSC could possibly be holding two ceremonies in December.

5. Nursing Pinning: Dr. Leitzel reported that the nursing pinning could be delayed due to clinicals. Dr. Heston informed the Board that efforts are being made to get students approved for clinicals. She stated that hospitals are very cautious due to COVID-19. She stated that a semi-virtual pinning is in the works and will have more information to come.
 6. Hemp4Water Update: Dr. Leitzel gave a brief update on how the project is proceeding. He informed the Board that the project has received some positive press from HNS, Florida Trend, UPI, and several Florida newspapers. Dr. Leitzel announced that a second research application is in the works regarding seeds. This is an opportunity to test hemp seed varieties. Dr. Leitzel requested Board endorsement to continue with the second application process. Mrs. Cullens asked the Board for their endorsement and if there was any opposition to the second application. The Board gave an unanimous endorsement to SFSC to proceed with the second application.
 7. Enrollment Update: Dr. Leitzel stated that summer classes started May 6. He reported that the initial enrollment reports show enrollment down by 5%.
 8. Highlighted New Marketing/Recruitment Campaign: Dr. Leitzel gave a brief overview of the new marketing/recruitment campaign. He thanked Mrs. Kuehnle and her team for their work with WDM on the campaign.
 9. Tallahassee Update: Dr. Leitzel reported that the state budget is still uncertain but we are preparing for potential cuts. He shared Commissioner Corcoran's Emergency Order from May 13. Dr. Leitzel stated we are anticipating the ability to carry forward a fund balance in excess of 9.9%. Dr. Leitzel informed the Board on cost saving measures that SFSC is taking such as Energy Saving Fridays.
 10. Coronavirus (COVID-19) Uncertain Situations: Dr. Leitzel gave a brief overview of uncertain situations with the following:
 - Fall intercollegiate athletics
 - Fall opening of the Jac Residence Halls
 - Fall or entire Cultural Art Series (due to mass gathering restrictions)
- Dr. Letizel informed that Board that many SFSC employees have been involved in webinars and conference calls and numerous daily/weekly updates. He gave credit to the FDOE and Chancellor Hebda for keeping everyone current. Dr. Leitzel reported on what SFSC is doing to keep everyone informed with up-to-date information. He stated that administration is seeking advice/opinions from faculty. He reported that a Faculty Council Focus Group met on May 19 for opinions/advice for scheduling fall classes. Dr. Leitzel reported that a Student Opinion Survey was distributed on May 21. He gave a brief overview of the ongoing precautions SFSC is conducting for COVID-19. Dr. Leitzel stated that he will keep the Board informed about COVID-19 precautions and how SFSC will proceed. He thanked the Board for their continued support.
11. Dr. Leitzel announced that on June 24 will have a Budget Workshop at 10am and the Regular Board meeting at 1pm. The meeting format is uncertain.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Dr. Kirschner stated no report.

Mr. Backer stated no report.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

Mr. Wright thanked everyone for their flexibility with attending the Zoom DBOT meeting.

9.7 Board Chair Report

Mrs. Cullens thanked the Board, faculty, staff, administration, and Dr. Leitzel for the transitions that have had to be made due to COVID-19. She shared with the Board some special moments from Trustee Ken Lambert's funeral service.

Mrs. Cullens stated she will share more at the June DBOT meeting. Mrs. Cullens thanked everyone for their attendance at the virtual DBOT meeting.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 4:29 p.m.