

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JUNE 24, 2020**

**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	Mrs. Christianna Bobo
Mr. Gil Carney	Mr. Erik Christensen	Dr. Robert Flores
Ms. Cindy Garren	Dr. James Hawker	Dr. Michele Heston
Ms. Catherine Jackson	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Ms. Melissa Lee	Mr. Glenn Little	Ms. Susana Martinez
Ms. Karen Pelski	Mrs. Sureka Personette	Mrs. Lorrie Smith
Mr. John Snow	Ms. Robin Southwell	Ms. Kathryn Stafford
Mr. Jonathan Stern	Mrs. Tina Stetson	Dr. Sid Valentine
Mrs. June Weyrauch	Dr. Tim Wise	

**Excused:** Dr. Chris van der Kaay

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. Wright made a motion, seconded by Mrs. Rider, to adopt the agenda of the regular meeting held June 24, 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**

**Mrs. Rider made a motion, seconded by Mrs. Puckorius, to approve the minutes 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.**

**1.3 Review of Agenda Master Calendar**

The Agenda Master Calendar was reviewed. Dr. Kirschner asked if the ACCT Leadership Congress conference held in Chicago in October was still happening due to COVID-19 concerns with traveling. Mrs. Cullens stated that at this time ACCT is planning to move forward with the conference in October.

Mr. Wright asked if the Fall Commencement date could be added to the calendar. Dr. Leitzel responded to Mr. Wright's request, that the date could not be added until the college knows how to proceed with COVID-19 precautions with mass gatherings. Mr. Bryan asked if moving forward since the Board has already held a virtual DBOT meeting would the Board have the option to participate virtually or hold a hybrid DBOT. Mrs. Karlson, Board Attorney addressed his question. She informed the Board as long as the governor's executive order is still in place by the July 22 DBOT meeting, they could hold a virtual or hybrid meeting, allowing Board members the right to vote. Mr. Bryan announced that he will not be able to attend the July 22 DBOT meeting in-person. No changes were recommended.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introductions**

Employee	Position	Supervisor	Hired
Christianna Bobo	HSI-STEM College Success Coach	Tim Wise	01/06/20
Catherine Jackson	HSI-STEM College Success Coach	Tim Wise	01/02/20
Susana Martinez	Technical Program Assistant	Tina Stetson	01/02/20
Karen Pelski	Cultural Programs Specialist	Cindy Garren	03/02/20
Kathryn Stafford	Instructor, Nursing	Michele Heston	03/02/20

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

**4.1 Annual Equity Update Report**

Mr. Little gave a brief overview of the equity report and asked Mr. Don Kesterson and Mrs. Sureka Personette, presenting on behalf of Dr. van der Kaay, to present to the Board. Mr. Kesterson reported on the employment equity portion of the report which included strategies and challenges. Mrs. Personette reported on the student data portion of the equity report. She gave a brief overview of student enrollment and completion data. Mrs. Personette reported on the strategies to overcome underrepresentation of students, substitution waivers for admissions, course substitutions for eligible students with disabilities, and gender equity in athletics. Both Mrs. Cullens and Mr. Bryan questioned if the report encumbered population and demographics of the entire tri-county area the college serves or if it was just for the Highlands County area. Mr. Kesterson responded the report covered the entire tri-county area the college serves.

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

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

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

**5.2 Grant Awards**

- 5.2.1 **Write Her Future**  
ProLiteracy \$ 9,375
- 5.2.2 **Healthy Smiles for Highlands County**  
Highlands County Hospital District (HCHD) \$ 12,100

**5.3 Agreements and Contracts**

- 5.3.1 Approved the renewal of the agreement between Sunshine Staffing of Highlands County, Inc. and South Florida State College as presented.

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

- 5.3.2 Approved the new agreement between Warner University and South Florida State College as presented.

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

**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 May 2020.

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

**5.4.2 Donation – 1989 ASPT Pole Trailer**

Approved the donation of a 1989 ASPT Pole Trailer for use by the lineworker programs as presented.

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

**Mr. Backer made a motion, seconded by Mrs. Rider, to approve the Consent Agenda, Items 5.1 through 5.4.2 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 thanked Mrs. Puckorius for her review the monthly warrants prior to the DBOT meeting.

**6.0 PLANNING AND POLICY ISSUES**

None

**7.0 ACADEMIC AND STUDENT MATTERS**

None

**8.0 PURCHASING AND OTHER ACTION ITEMS**

**8.1 SFSC 2020-21 Budget Proposal**

Mr. Little presented a request to approve the Operating Budget for 2020-21, including the student fee rates and salary schedule, as well as the 2020-21 Capital Outlay Budget.

Mr. Bryan stated that would like the Board to approve a one-time 2% non-recurring salary supplement for all eligible college employees to be awarded at a later date.

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

**Mrs. Puckorius made a motion, seconded by Mrs. Rider, to approve the Operating Budget for 2020-21, including the student fee rates, and salary schedule with a one-time 2% non-recurring salary supplement for eligible employees, as well as the 2020-21 Capital Outlay Budget. Included in the motion is the approval of the president's contract with a one-time 2% non-recurring salary supplement and it extends the three year continuing contract through June 30, 2023 as approved in the January 29, 2020 DBOT meeting.** 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.**

**8.2 Acceptance of the 2019-20 Annual Equity Report**

Mr. Little recommended that the 2019-20 Annual Equity Update Report be approved for submittal as presented.

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

**Mr. Bryan made a motion, seconded by Mr. Backer, to accept SFSC's 2019-2020 Annual Equity Report and to authorize its submission to the Florida Department of Education.** 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.**

**8.3 Capital Improvement Program (CIP)**

Mr. Little presented a request to approve the Capital Improvement Program Plans for 2021-22 through 2025-26 and submission to the Division of Florida Colleges. He gave a brief description of the CIP assessment and the needs of the college.

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

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the Capital Improvement Program Plans for 2021-22 through 2025-26 and submission to the Division of Florida Colleges 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.**

**8.4 Recertification of Direct Support Organization (DSO)**

Mrs. Bateman presented a request to accept the 2019 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 2020-21 fiscal year.

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

**Mr. Backer made a motion, seconded by Mrs. Puckorius, 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 2020-2021 fiscal year.** 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.**

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to accept the 2019 independent audit and IRS form 990 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.

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

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$45,264.17** from May 14 through June 9, 2020. Mrs. Bateman announced that the TSIC program once again has been recognized at the gold level for performance. She informed the Board this will allow TSIC to receive the top allocated amount of funding for the program in the upcoming fiscal year. Mrs. Cullens asked how TSIC is handling mentorships. Mrs. Bateman informed her that mentoring as of right now is being done virtually. She stated that TSIC is working with the School Boards on when they will be allowed to enter schools again.

### 9.3 Resource Development

#### I. Grants Development Report

Mr. Little reported on behalf of Dr. van der Kaay the Grants Development Report dated 6/24/20. Mrs. Bennett distributed a grants matrix to the Board. Mr. Little gave a brief description of the grants.

#### II. In Development

##### A. Carl D. Perkins V – Postsecondary Programs

Florida Department of Education (FLDOE) \$ 241,903

##### B. Adult General Education (AGE)

Florida Department of Education (FDOE) \$ 38,560 – Hardee  
\$ 206,223 – Highlands

##### C. Integrated English Literacy and Civics Education (IELCE)

Florida Department of Education (FDOE) \$ 30,900 – Hardee  
\$ 43,156 – Highlands

#### III. Submitted Proposals

##### A. General Support Grant

Florida Division of Cultural Affairs (FDAC) \$ 93,876

### 9.4 President's Report

Dr. Leitzel reported on the following items:

1. COVID-19 Update: Dr. Leitzel informed the Board again of the coronavirus precautions that college has implemented and the information that has been shared with SFSC employees. He stated that everyone is keeping positive during these uncertain times.
2. Panther Emergency Student Aid Fund Progress Update: Dr. Leitzel informed the Board that the first round of funds distributed to students was on May 8. He reported total

funds distributed to date is \$505,488 to 528 students. Dr. Leitzel gave a brief update on the distribution process. He thanked Dr. Wise and committee members for their work in reviewing applications and awarding students with funds.

3. Fall Planning Update: Dr. Leitzel reported that he submitted a fall opening plan last Friday, June 19 to the state. He informed the Board the plan came as result following faculty council input and a student survey. Dr. Leitzel reported it's a 50/50 Plan, he gave a brief description of the characteristics of the fall term. Dr. Leitzel and Dr. Valentine addressed Mr. Bryan's question about dual enrollment students attending classes during a certain time. They indicated that the SFSC is working with the School Board on options to meet the needs of dual enrollment students.
4. Jacaranda Residence Hall Update: Dr. Leitzel announced following the decision by NJCCA on June 19 and decisions at other Florida Colleges, SFSC will have strict protocols in place to keep our students safe as they return and participate in sports.
5. Enrollment Update: Dr. Leitzel informed the Board that the enrollment perspective is favorable as more parents are taking in consideration affordability, workforce orientation leading to jobs, and a desire to remain local at state colleges.
6. Announced that the new "Let's Go" campaign has been implemented.
7. Performing Arts Schedule: Dr. Leitzel informed the Board that he meets regularly with Ms. Cindy Garren about the upcoming performing arts schedule and how to properly socially distance in the Wildstein Center. He reported with the appropriate six feet distance rule, it reduced the seating in the theatre from one thousand, four hundred and sixty to four hundred. Dr. Leitzel discussed COVID-19 precautions and reported that public use of SFSC facilities has been canceled. Dr. Leitzel asked Ms. Garren to update the Board on theatre performances for the upcoming season. She reported that with appropriate COVID-19 precautions, the matinee series, jazz series, and thanks to the NEA grant four free performances would be able to happen this season. She informed the Board that all the young people's theatre shows have been canceled as the schools districts will not be having field trips for the upcoming school year.
8. Remembering George Perry Floyd: The Board proceeded with a discussion on how to properly remember former student George Floyd. Board Chair Cullens instructed Dr. Leitzel to compose a plan and report back to the Board at the July DBOT meeting.
9. Highlighted the All Conference and All State 2019-20 student athletes.
10. Reminded the Board that the July DBOT meeting is the annual organization meeting.

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

Mrs. Karlson reported on COVID-19 precautions for SFSC. She gave examples of what the college needs to be mindful of when making decisions due to COVID-19 exposure and the liability risk. Mrs. Karlson circled back to Mr. Bryan's question in section 1.3 Review of Agenda Master Calendar, about trustees attending board meetings virtually or a hybrid board meeting. She did verify that as long as the governor's executive order is still in place by the July 22 DBOT meeting, they could hold a virtual or hybrid meeting, allowing board members the right to vote.

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

Mrs. Puckorius stated no report.

Dr. Kirschner congratulated Mr. Little on his last budget workshop presentation and upcoming retirement.

Mr. Backer thanked all those involved in the preparation of the budget proposal and budget workshop.

Mr. Bryan thanked everyone for their continued work during these uncertain times. He asked Mr. Little to reach out to the Florida College Risk Management Consortium about liability for any events held at the college.

Mrs. Rider thanked Mr. Little for his work and presentation of the budget. She stated that she appreciates everyone for their continued work at the college. Mrs. Rider thanked Mrs. Cullens for her service as board chair.

Mr. Wright thanked Dr. Litzel for sharing the last part of Trustee Lambert's celebration of life service and taking the time to honor him for those who were not able to attend the service.

### **9.7 Board Chair Report**

Mrs. Cullens thanked Mr. Little and staff for their work on the budget. She stated that she appreciates everyone for their continuous work and flexibility during COVID-19. Mrs. Cullens informed the board that she has heard nationally parents/children are wanting to stay local for school due to the rise in COVID-19 cases across the country. Mrs. Cullens shared that she participated on a FaceBook live along with Mrs. Jan Shoop, Highlands County School Board Member. The topics they covered were reopening in the fall, dual enrollment, career academy, and adult education. Mrs. Cullens thanked everyone for their time today and their ability to meet in-person.

### **10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 3:24 p.m.