

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JULY 22, 2020**

Members Present: Mrs. Tami Cullens, Chair
Mr. Tim Backer
Mr. Derren Bryan – Virtually
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. Gil Carney
Mr. Erik Christensen	Dr. Robert Flores	Ms. Cindy Garren
Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Ms. Melissa Lee
Mr. Glenn Little	Mr. Keith Loweke	Dr. Charlotte Pressler – Virtually
Ms. Robin Southwell	Mr. Jonathan Stern	Dr. Sid Valentine
Mrs. June Weyrauch	Dr. Tim Wise	

Others Present: Mrs. Barbara Kirschner

Trustee Derren Bryan was virtually present pursuant to the Governor’s Executive Order #2069. Dr. Leitzel reminded the Board to speak directly into their microphones. The Board did a round table sound check. Dr. Leitzel thanked Mr. Gil Carney and team for their technical assistance, and Mrs. June Weyrauch for her assistance with the zoom meeting.

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

Mr. Backer made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held July 22, 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

1.2.1 Budget Workshop Minutes

Mrs. Rider made a motion, seconded by Mr. Wright, to approve the minutes of the budget workshop 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.**

1.2.2 **Regular Meeting Minutes**

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

2.0 **COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

2.1 **Employee Retirement Recognition**

Employee	Position	Dates of Service
Charlotte Pressler	Professor, English/Humanities	01/02/02 – 07/31/20

Mr. Backer made a motion, seconded by Mr. Wright, to recognize the retirement of Dr. Charlotte Pressler 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, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Due to COVID-19 concern and precautions, Dr. Pressler attended via Zoom and was recognized with a resolution and Professor Emerita status by the District Board of Trustees.

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 professional staff; retirements; resignations; and adjunct faculty 2020-21, academic year as needed.

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

5.2 **Grant Awards**

5.2.1 **NEA CARES Act**

National Endowment of the Arts \$ 50,000

5.2.2 **General Program Support 2020-21**

Florida Department of Cultural Affairs \$ 30,852

5.3 **Agreements and Contracts**

5.3.1 Approved the renewal of the agreement between Parkview Prep Academy and South Florida State College as presented.

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

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Ms. Lee reported the summary information for disbursements of all funds through June 2020 will be provided in the August 2020 District Board of Trustees agenda due to the year-end closing process currently underway.

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

Mr. Backer made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.4.1 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.**

6.0 PLANNING AND POLICY ISSUES

6.1 Reorganization of the Board

Following the District Board of Trustees Policy 2.02, **Mrs. Cullens called for nominations to serve as the 2020-2021 District Board of Trustees Chair. Mrs. Cullens asked for the nomination of Vice Chair Wright. Mrs. Puckorius moved and Mrs. Rider seconded the nomination of Mr. Wright to serve as Chair for 2020-21. Mrs. Cullens asked if there were any other nominations. There being none, Mrs. Cullens then called for a vote.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mrs. Rider. Mr. Wright abstained. **Motion carried by unanimous vote.**

Mr. Wright asked Mrs. Cullens to continue as Chair for the rest of the board meeting.

Mrs. Cullens called for nominations to serve as the 2020-2021 District Board of Trustees Vice Chair. Dr. Kirschner moved and Mrs. Puckorius seconded the nomination of Mr. Backer. Mrs. Cullens asked if there were any other nominations. Mr. Wright moved and Mrs. Rider seconded the nomination of Mrs. Cullens. Mrs. Pam Karlson, Board Attorney, distributed paper ballots to the Board for them to cast their vote for the two nominations for vice chair. Mrs. Karlson informed the Board since Mr. Derren Bryan was participating virtually, he would text his vote to Mrs. Ashley Bennett, Executive Assistant to the President. Mrs. Karlson witnessed Mr. Bryan's text to Mrs. Bennett and Mrs. Bennett filled out a paper ballot on behalf of Mr. Bryan. **Mrs. Karlson tabulated the paper ballots and reported the Board voted to have Mrs. Cullens serve as the 2020-2021 Vice Chair with a majority vote.**

Mrs. Cullens called for nominations to serve as the 2020-2021 SFSC Foundation Liaison. Mr. Wright moved and Mr. Backer seconded the nomination of Mrs. Puckorius. Mrs. Cullens asked if there were any other nominations. There being none, Mrs. Cullens then called for a vote. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mrs. Puckorius abstained. **Motion carried by unanimous vote.**

Mrs. Cullens thanked the Board for their support during her chairmanship this past year. Dr. Litzel thanked Mrs. Cullens for her dedicated service and presented her with a custom picture of the South Florida State College Enlightenment Tower.

6.2 Adoption of the 2020-2021 Meeting Schedule and Review of the Agenda Master Calendar

Mrs. Cullens discussed the proposed 2020-2021 South Florida State College District Board of Trustees Meeting Schedule with the Board. The Board reviewed the dates with their schedules for any conflicts. Mr. Wright as the incoming Chair voiced his concerns with potential schedule conflicts. He also addressed location preference with the Board. Dr. Kirschner stated that he would like to have the Board meeting at the DeSoto, Hardee, and Lake Placid campuses at least once during the year. Mr. Wright moved to keep the proposed dates as is and the Board will make a decision at a later time with the input from SFSC administration on the dates to have the board meetings hosted at the other campus sites.

(EXHIBIT "D")

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2020-2021 academic year as presented. Mr. Wright and Dr. Leitzel will recommend meeting locations and report back to the Board. 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.**

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposal

Dr. Valentine presented the curriculum proposal and gave a brief overview to the Board. Dr. Valentine stated that in accordance with Procedure 2092; courses not taught during the past five years and will not be offered in the next five years should be removed from the College Catalog and Statewide Course Numbering System.

(EXHIBIT "E")

Mrs. Puckorius made a motion, seconded by Dr. Kirschner, 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 Amendments to FY21 Operating Budget

Mr. Little gave a brief overview of the requested budget amendment adjustment to the approved 2020-21 operating budget. Mr. Little explained to the Board this is due to the Governor's vetoes of allocated state funding for the Clinical Immersion Center for Health Sciences and the Shepherd's Field agricultural program. He also stated the adjustment is to increase the auxiliary program funds transfer to allow for the nonrecurring salary supplement approved by the Board at the June 24 DBOT meeting.

(EXHIBIT "F")

Mrs. Rider made a motion, seconded by Mr. Wright, to approve the amendment to the 2020-21 operating budget 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.**

8.2 Local Hazard Mitigation Strategy (LMS) Plan

Mr. Little gave a brief description of the LMS Plan to the Board. He informed the Board that college staff work closely with Highlands County staff and several other local government and associations to update the multi-jurisdictional Highlands County Local Harzard Mitigation Strategy (LMS) Plan. Mr. Little stated that Mr. Keith Loweke participates on the local LMS board and helped develop the plan.

(EXHIBIT "G")

Mr. Backer made a motion, seconded by Mrs. Puckorius, to accept and adopt the Highlands County Multi-hazard Local Mitigation plan. 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 will be provided in the August 2020 District Board of Trustees agenda due to year-end closing procedures currently underway.

(EXHIBIT "H")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$15,254.00** from June 10 through July 8, 2020. Mrs. Bateman reported to the Board that due to COVID-19 the Foundation Events Committee will be meeting and discussing precautions on how to proceed with upcoming fundraising events. She stated that part of this meeting will include some type of premises liability with each event. Mrs. Bateman reported that she and Mrs. Tina Stetson, Financial Aid director have been meeting with a rep from a company called Award Spring, that offers scholarship selection programs. She informed the Board that with this program they will be able to identify how a student may match up with a scholarship, track their application process, and also include a committee in the selection process. Mrs. Bateman stated in addition, it will give them the opportunity to share specific details with donors and invites them to participate in the program. She informed the Board that she is planning to implement the program in late October or early November with a go live date of March 16.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated 7/24/20. Mrs. Bennett distributed a grants matrix to the Board. Dr. van der Kaay gave a brief description of the grants.

II. In Development

A. CARES Act Rapid Credentialing Grant

CARES Act \$ 365,120

B. Performances for Young People in Rural Florida

NEA \$ 20,000

III. Submitted Proposals

A. Carl D. Perkins V – Postsecondary Programs Florida Department of Education (FLDOE)	\$ 241,903
B. Adult General Education (AGE) Florida Department of Education (FLDOE)	\$ 38,560 – Hardee \$ 206,223 – Highlands
C. Integrated English Literacy and Civics Education (IELCE) Florida Department of Education (FLDOE)	\$ 30,900 – Hardee \$ 43,156 – Highlands
D. Florida Farmworker Career Development Program Florida Department of Education (FLDOE)	\$ 267,824
E. Panther Youth Partners CareerSource Florida	\$ 750,000

9.4 President's Report

Dr. Leitzel reported on the following items:

1. COVID-19 Update: Dr. Leitzel informed the Board of the ongoing coronavirus precautions that college has implemented and indicated information has been shared with SFSC employees. He stated that everyone is keeping positive during these uncertain times.
2. Announced the application fee to register for college has been waived through July.
3. Panther Emergency Student Aid Fund Progress Update: Dr. Leitzel informed the Board that Dr. Wise and committee members are still reviewing applications and awarding students with funds. He stated that he will have an update on the fall distribution of funds at an upcoming DBOT meeting.
4. State Funding Budget Update: Dr. Leitzel asked Mr. Little to give the Board an update. Mr. Little reported to the Board the impact on the college of a 6% holdback to the budget. Mr. Little informed the Board that he was anticipating a budget cut. He reported to the Board the cost saving measures that SFSC has implemented.
5. Fall Planning Considerations: Dr. Leitzel asked Dr. Valentine to give the Board an update. Dr. Valentine gave a general overview of the CDC guidelines as they pertain specifically to higher education. Dr. Valentine informed the Board that faculty and students were surveyed on classroom preferences. He stated from the survey preferences the following four teaching modalities were preferred:
 - Face-to-Face (F2F)
 - Hybrid
 - Asynchronous Web
 - Synchronous Online

Dr. Valentine also reported that classroom setup has been altered to adhere to CDC guidelines. The dean of Arts & Sciences, Applied Sciences & Technologies and Health Sciences each reported to the Board on how their departments plan to instruct classes in the fall. Dean Wise gave an update on how Student Services will proceed and provide assistance to students in the fall.

6. Jacaranda Residence Hall Update: Dr. Leitzel announced the decision by NJCCA on July 14 to suspend fall sports including volleyball. SFSC will only house volleyball and

cross-country in the dorm this fall including several distance athletes for softball and baseball. Strict protocols will be in place to keep our students safe as they return and participate in sports.

7. Enrollment Update: Dr. Leitzel reported that summer enrollment was down by 4%. He announced that fall enrollment year-to-date is only down by 1%.
8. Announced that the new "Let's Go" campaign has been fully implemented.
9. Performing Arts Schedule: Dr. Leitzel informed the Board that he meets regularly with Ms. Cindy Garren about the upcoming performing arts schedule. He stated that Ms. Garren is working with entertainers on possibly doing dual shows. Capacity in the Wildstein Center will be limited.
10. Remembering George Perry Floyd: Per the instruction of Board Chair Cullens at the July 22 DBOT meeting, Dr. Leitzel presented his plan to the Board. The Board proceeded with a discussion on how to properly remember former student George Floyd. Board Chair Cullens instructed Dr. Leitzel to follow-up with additional information and report back to the Board at the August DBOT meeting.
11. Highlighted College Events: Leader Team "Advance", June 15-16; Convocation will be held virtually, August 17; and Fall Term begins, August 21.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Dr. Kirschner asked for an update on the lineworker program in DeSoto. Dr. Valentine addressed his question and informed him that the adjunct instructor requested to move to the Hardee Campus full-time. Dr. Valentine stated that he is currently working with the DeSoto Campus director on which program is best suited for the DeSoto Campus and students.

Mr. Backer thanked Mrs. Cullens for her service as Board Chair the past two years.

Mr. Bryan congratulated Mr. Wright on his position as the new Board Chair. He thanked Mrs. Cullens for her service. Mr. Bryan thanked those who assisted with the zoom technology which allowed him to participate in the DBOT meeting.

Mrs. Rider stated no report.

Mr. Wright thanked the Board for being patient with him and his demanding schedule this past year. He looks forward to serving as Chair.

9.7 Board Chair Report

Mrs. Cullens reported that ACCT will make a decision today whether to cancel or host the Leadership Congress Conference in Chicago. She asked the Board to be considerate about travel arrangements this fiscal year due to the budget cuts. Mrs. Cullens discussed travel and conference challenges due to COVID-19. Mrs. Cullens reported that the Florida College System provides \$22,094 in Florida Blue scholarships to South Florida State College in Health Sciences. She thanked Dr. Heston and her team for their instruction to SFSC students as the scholarship funds are based on student success. Mrs. Cullens reported that she participated on a conference call where they were informed that enrollment is down nationally.

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Mrs. Cullens thanked SFSC for their continuous work. She wished Mr. Wright the best in his role as Board Chair and thanked everyone for their support.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:53 p.m.