

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
AUGUST 26, 2020**

Members Present: Mr. Joe Wright, Chair
Mrs. Tami Cullens, Vice Chair
Mr. Tim Backer
Mr. Derren Bryan
Dr. Louis H. Kirschner
Mrs. Lana Puckorius
Mrs. Kris Y. Rider
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	Ms. Cindy Garren	Dr. James Hawker
Dr. Michele Heston	Mr. Rick Hitt	Ms. Sharon Jones
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mr. Garrett Lee
Mr. Glenn Little	Mrs. Sharon Schuler	Mr. John Snow
Mr. Jonathan Stern	Dr. Sid Valentine	Mrs. June Weyrauch
Dr. Tim Wise		

Excused Staff: Ms. Melissa Lee

Others Present: Mrs. Barbara Kirschner

Mr. Wright reminded the Board to speak directly into their microphones. The Board did a round table sound check.

The regular meeting of the District Board of Trustees was called to order at 1:04 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Joe Wright.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Backer made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting held August 26, 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 Regular Meeting Minutes

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

1.3 Review of Master Calendar

The Master Calendar was reviewed. Mr. Bryan thanked all those involved with assisting him last month as he participated in the July 22 DBOT meeting virtually. Mr. Bryan asked Board Chair Wright for clarification on the DBOT meetings that will be held at the other three campus sites. Mr. Wright explained to Mr. Bryan that when reviewing the proposed meeting dates for the new fiscal year, another trustee requested that at least one meeting be held at the other three campuses. Dr. Kirschner added that he made the request to have at least one DBOT meeting at the other three campuses as the college serves the tri-county area and felt that would be appropriate. Both Mr. Bryan and Mr. Wright asked with travel limitations for college employees and the resources needed to host the DBOT meetings at the other campuses, would it be possible to add additional functions at these three meetings to enhance them more than a regular DBOT meeting? Dr. Leitzel stated that he would take this under consideration and work with SFSC administration.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 Employee Retirement Recognition

Employee	Position	Dates of Service
Sharon Schuler	General Manager, Hotel Jacaranda	08/05/02 – 08/31/20

Mr. Wright read a resolution prepared by college staff. He reflected favorably on his time on the Avon Park City Council during the time when Mrs. Schuler served as mayor.

Mr. Backer made a motion, seconded by Mr. Bryan, to recognize the retirement of Sharon Schuler 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.**

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

Dr. Leitzel asked Ms. Cindy Garren, Director, Cultural Programs to report to the Board on the Performing Arts season. Ms. Garren distributed tentative dates of events for the season to the Board. She reported on the economic benefits that SFSC performing arts provides to the community. Ms. Garren gave a brief overview of the cancellations/economic loss due to the COVID pandemic. Mrs. Garren informed the Board on the 2020-21 Performing Arts grants that have been awarded. She reported on the new policies/procedures for the twenty-nine performances that are scheduled for this season.

Dr. Leitzel asked Coach Rick Hitt, Athletic Director to report to the Board on the athletic season. Coach Hitt thanked the Board for the opportunity to address them and for the support given to continue the athletic program. Coach Hitt gave a brief overview of the cross-country and volleyball practice and season COVID-19 protocols that the college has in place. He reported that the dorms have been down sized at the Hotel Jacaranda. Coach Hitt stated he has personally spoken with each student athlete to inform them on the college's COVID-19 protocols and what is to be expected of them this season. He informed the Board of the sanitation stations at all the athletic facilities.

Mr. Bryan thanked Coach Hitt and team for all their work to prepare for the student athletes and their safety. Mr. Bryan asked how many students have chosen not to attend SFSC as an athlete this season due to COVID-19? Coach Hitt informed him that only three have not chosen to attend SFSC and that it was not COVID-19 related. Mr. Bryan asked about the protocols for visiting schools? Coach Hitt gave a brief overview of the protocol procedure. He stated that a protocol sheet is sent to visiting schools for travel games prior to leaving their schools.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments: full-time career service staff; resignations; and adjunct faculty 2020-21, academic year as needed.

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

5.2 Grant Awards

5.2.1 Duke Energy – Electrical Lineman Program

Duke Energy \$ 14,150

5.2.2 CARES Act Rapid Credentialing Grant Source

CARES Act \$ 292,096

5.3 Agreements and Contracts

5.3.1 Approved the renewal of the agreement between Highlands Regional Medical Center and South Florida State College Emergency Medical Technician program as presented.

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

5.3.2 Approved the renewal of the agreement between Highlands Regional Medical Center and South Florida State College Nursing program as presented.

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

5.3.3 Approved the renewal of the agreement between Highlands Regional Medical Center and South Florida State College Radiography program as presented.

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

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 June and July 2020.

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

5.4.2 Property Deletion

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

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

5.4.3 Donation – Advanced Manufacturing Equipment

Approved the donation of a lathe and mill/drill, with accessories, for use by the Advanced Manufacturing and Production Technology program and the CNC Machinist/Fabricator CCC as presented.

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

Mrs. Cullens made a motion, seconded by Mr. Backer, 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.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Information Item: Lease of Classroom Space From First United Methodist Church of Sebring

Mr. Little reported that the Adult Education program previously housed at the Teacherage in Sebring has been relocated to classrooms located at the First United Methodist Church (FUMC) of Sebring effective August 12. He informed the Board that the ownership of the Teacherage has been transferred from the SFSC Foundation, Inc. to the School Board of Highlands County. Mr. Little reported an annual lease agreement has been finalized for three classrooms at the rate of \$1,607.63 per month, with the provision that the agreement may be renewed up to five consecutive years with a Consumer Price Index not to exceed three percent. He stated that Mrs. Karlson, Board Attorney drafted the lease agreement and work closely with FUMC's attorney Mr. John McClure to finalize the agreement.

9.0 REPORTS

9.1 Financial Report

Mr. Little reported on the two sets of graphs and revenue and expenditure summaries compared to budgeted funds within the Operating Budget. He stated that one set shows the fiscal year for 2019-20 and the other for fiscal year 2020-21 year-to-date.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$45,174.50** from July 9 through August 11, 2020. Mrs. Bateman informed the Board that the Foundation has confirmed date/times for this year's fall events. She shared that the Foundation received a check from Mr. John Byrd, on behalf of The Optimist Club of Sebring in the amount of \$26,960.60 to be used in the General Scholarship Fund. Mrs. Bateman reported on the Randy Allwood Endowment. She gave a brief background on Mr. Allwood and how the endowment came to fruition. She informed the Board that after sharing Mr. Allwood's story with the Foundation's Executive Committee, Mr. Bill Jarrett mentioned that the Ford Family Foundation of Detroit, has a grant matching opportunity to support organizations or individuals who make

contributions on behalf of or in support of establishing assistance for students who want to pursue a career in the automotive industry. Mrs. Bateman stated this matching opportunity would take Mr. Allwood's scholarship from \$50,000 to \$100,000. She stated she will keep the Board informed as they move along in the process. Mrs. Bateman reported that the Sarasota Community Foundation contacted the SFSC Foundation about a partnership opportunity that they are working on in conjunction with the Aspen Institute. She shared the opportunity is to partner with existing colleges, who are currently receiving funds from the Edward K. Roberts Scholarship and share breakthrough ideas/collaborations that move children and their parents toward educational success and economic security. She stated it's a two-generation approach, called 2Gen Learning Community. In addition, participating colleges have a chance to apply for grant funding up to \$125,000 through the Aspen Institute to help with programming and support. She informed the Board that she and Dr. Valentine will be meeting virtually with the Sarasota Community Foundation on Aug. 28 to learn more. She reported that she and Mrs. Kuehnle presented to the Sebring Chamber last week via Zoom, sharing the Let's Go campaign, upcoming events, and how the college is managing through these uncertain times.

9.3 President's Report

Dr. Leitzel reported on the following items:

1. COVID-19 Update: Dr. Leitzel informed the Board that everyone is keeping positive during these uncertain times and with new protocols in place for the return of students to the college.
2. Announcements/Updates: Safety First: Dr. Leitzel shared the signs that are posted outside of the buildings requiring face coverings on campuses.
3. Fall Term: Dr. Leitzel informed the Board that Convocation was held virtually on Aug. 17 and shared some highlight clips. He thanked Mr. Wright for his participation in the Convocation videos. Dr. Leitzel announced first fall term began Friday, Aug. 21 and full classes (online and face-to-face) on Monday, Aug. 24. Dr. Leitzel highlighted the "Let's Go" campaign and stated that he has received positive feedback. He thanked Mrs. Kuehnle and her team for their work.
4. Fall Enrollment Update: Dr. Leitzel reported fall term (first day, 2019) compared to fall term (first day, 2020) enrollment down -0.65%, a difference of 19 students. He stated we are flat. Dr. Leitzel thanked Dr. Valentine and the Enrollment Committee for their hard work. Dr. Leitzel distributed a handout from Inside Higher Ed on enrollment. He reported that enrollment is expected to be down nationally due to technology (both devices and connectivity). He shared that the only hiccup on Aug. 24 was with Zoom that impacted the entire east coast of the U.S.
5. State Funding Budget Update: Dr. Leitzel reported the college adjusted for the 6% holdback to the budget. He informed the Board that the FCS is expecting an additional 2.5% holdback (SFSC +/- \$400,000). Dr. Leitzel stated that we are carefully watching enrollment and for additional stimulus money.
6. Jacaranda Residence Hall/Fall Sports Update: Dr. Leitzel announced SFSC is currently only housing volleyball and cross-country in the dorm including several distance athletes for softball and baseball. There are approximately six other dorm residents, but all have single dorm rooms. Strict protocols are in place to keep students safe as they return.
7. Highlighted Pinning Ceremonies: Dental Pinning, July 16; Radiography Pinning, July 29; and LPN Pinning, July 30.

8. Student Research News: Dr. Leitzel asked Dr. James Hawker to report to the Board on a recent research project success story. Dr. Hawker informed the Board that two students, Camila Rimoldi Ibanez and Kyria Wickham, have been published in the Journal of Interdisciplinary Research on their Honors research project based on the 1926 Hurricane and how it devastated the community of Moore Haven near Lake Okeechobee. The students presented this research project as a poster at the Florida Undergraduate Research Conference last February at Florida Gulf Coast University. Dr. Hawker stated that several professors from FGCU were interested in continuing the project and collaborating with SFSC.
9. TRiO Update: Dr. Leitzel regrettably informed the Board the federal funding for the TRiO program was not renewed. He gave a brief overview of the program and what SFSC has planned to continue to provide tutoring for students.
10. Announced SFSC was awarded the CARES Act: Rapid Credentialing grant in the amount of \$292,096, which will provide funding for short-term, in-demand, workforce/career and technical education (CTE) programs.
11. College News: Dr. van der Kaay informed the Board that he received the Florida College System IPEDS Reporting Year 2019-20 Graduation Rate Survey from the Florida Department of Education. Dr. van der Kaay reported the following information:
 - Category: 100% Graduation Rate – SFSC ranked #2 in state with 47.2% completion
 - Category: 150% Graduation Rate – SFSC ranked #1 in state with 65.3% completion
 - Category: 200% Graduation Rate – SFSC ranked #1 in state with 66% completion

Dr. van der Kaay stated that he will be adding the new data to the Core Indicators of Effectiveness.

12. SACSCOC Update: Dr. Leitzel distributed to the 2020 addition of the College Trustee Manual to the Board. He informed them that we are working through the SFSC Board Policies to make sure information is current and accurate. Dr. Leitzel discussed the following SACSCOC Principles the Board is required to uphold:
 - 4.2.d – Conflict of Interest – p. 13, resist every temptation and outside pressure to benefit the board member.
 - 4.2.f – External Influence – p. 12, protect the college from undue pressure on the institution.
13. Other News/Updates: Mr. Christensen reported SFSC is one of 119 colleges across the country contracted to provide distance learning training for active duty Sailors, Marines, and Coast Guardsmen through the U.S. Naval Community College. He stated the programs SFSC will make available to the USNCC will be Associate in Science degrees in Network Systems Technology, Health Services Management, Business Administration, and Accounting Technology. College Credit Certificates may be obtained in Network Security, Health Care Services, Business Management, and Accounting Applications. Other programs available will be the Bachelor of Science in Nursing and Bachelor of Applied Sciences in Supervision and Management.
14. Tiny House Project: Informed Board that SFSC provided a tiny home model to Ms. Leslie Behm with Hope Haven as she seeks funding for tiny homes for veterans and the homeless. Dr. Leitzel gave a brief background on the project. He thank Mr. Garrett Lee for his contributions to the model for Ms. Behm to present to prospective donors.
15. Warner University Articulation Agreement: Highlighted his campus visit/tour with Warner University as the articulation agreement in agriculture was signed.

16. Panther Emergency Student Aid Fund: Reported funds distributed to students to date totaled five hundred and seventy-four (574) students in the amount of \$530,914. He stated that eighty-two of the five hundred and seventy-four students were assisted twice.
17. Remembering George Perry Floyd: Dr. Leitzel presented a plan for future commemoration and retirement of George Floyd's jersey.

9.5 Board Attorney's Report

Mrs. Karlson stated no report. She informed the Board it was a pleasure to work with Mr. John McClure on the First United Methodist Church of Sebring lease agreement and the she enjoys working for the college and Board.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Dr. Kirschner stated no report.

Mr. Backer thanked SFSC faculty, staff, and administration for all their work to prepare for the students to come back to campus.

Mr. Bryan thanked Mr. Wright and Dr. Leitzel for their kind words in the Convocation video. He thanked the Board for their support.

Mrs. Rider stated no report.

Mrs. Cullens stated no report.

9.7 Board Chair Report

Mr. Wright reported that he received a copy of an audit letter and participated in the entrance conference for the financial and federal financial aid audit.

Mr. Wright recognized Ms. Anastasia Saunders, SFSC Institutional Advancement & Alumni Development for her thanking the Board for the non-recurring salary supplement. He informed the Board that Ms. Kaylee Tuck won the primary and would possibly be attending a future DBOT meeting. Dr. Leitzel added that he distributed a one-page handout on the Collaborative and Realistic Educational Simulation (CARES) Center to the Board. Dr. Leitzel gave a brief overview of the handout, which will likely become our legislative special initiative request.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:25 p.m.