

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
SEPTEMBER 23, 2020 – VIRTUAL**

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	Ms. Cindy Garren
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mr. Glenn Little
Ms. Lena Phelps	Mr. Jonathan Stern	Dr. Chris van der Kaay
Mrs. June Weyrauch	Dr. Tim Wise	

Excused Staff:

Mr. Erik Christensen	Dr. Michele Heston	Dr. James Hawker
Ms. Melissa Lee	Dr. Sid Valentine	

Others Present: Mr. Terry Atchley

In accordance with the Governor’s Executive Order 20-69, the virtual meeting of the District Board of Trustees was called to order at 1:11 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Joe Wright. Mrs. Bennett took roll and all trustees were present.

Dr. Leitzel recognized and thanked Mr. Terry Atchley, City Manager of Wauchula and SFSC Foundation Board member for attending the virtual DBOT meeting.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mr. Bryan, to adopt the agenda of the virtual meeting held September 23, 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

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

1.3 Review of Master Calendar

The Master Calendar was reviewed. Mrs. Cullens reported that the ACCT Leadership Congress will be held virtually on October 5-8. Mrs. Cullens took a poll of the trustees that would be interested in attending the virtual conference. Mrs. Cullens stated that she will be attending and will report back to the Board at the next DBOT meeting.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

None

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; full-time career service staff; retirements; resignations; terminations; and adjunct faculty 2020-21, academic year as needed.

(EXHIBIT "A")

5.2 Grant Awards

5.2.1 Integrated English Literacy and Civics Education (IELCE)

Florida Department of Education (FLDOE)

\$ 30,900 – Hardee
\$ 43,156 - Highlands

5.2.2 Adult General Education (AGE)

Florida Department of Education (FLDOE)

\$ 38,560 – Hardee
\$ 206,223 - Highlands

5.2.3 Florida Farmworker Career Development Program

Florida Department of Education (FLDOE)

\$ 267,824

5.3 Agreements and Contracts

5.3.1 Approved the renewal of the agreement between Adventist Health System/Sunbelt, Inc. and South Florida State College as presented.

(EXHIBIT "B")

5.3.2 Approved the new agreement between AdventHealth Polk North, Inc. and South Florida State College as presented.

(EXHIBIT "C")

5.3.3 Approved the new agreement between The City of Lakeland and South Florida State College 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 August 2020.

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

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

None

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Textbook and Instructional Materials Affordability

Mr. Little presented the Textbook and Instructional Materials Affordability report to the Board. He gave a brief background on the report that is brought before the Board each year. Mr. Little stated that 1004.85, F.S. (Textbook and Instructional Materials Affordability) was amended the 2016 Legislative Session to require posting of the local cost and identifying information of at least 95% of all textbooks and instructional materials required and recommended for each scheduled class at least 45 days prior to the start of each upcoming term. Unfortunately, Mr. Little reported that 248 of 1,876 course sections were not properly posted before the deadline, equating to a 87% compliance percentage. He stated Summer 2019 had a compliance percentage of 23%, Fall 2019 had a compliance percentage of 98%, and Spring 2020 had a compliance percentage of 95%. Mr. Little explained that the Summer 2019 deadline fell on a Sunday and Follett bookstore submitted the order on Monday. He added that Follett was in the middle of a new manager transition during this submission time. Mr. Little has met with the new Follett manager to discuss the importance of the deadline submissions along with SFSC Procedure 4041 to stay in compliance. Mr. Little stated that SFSC was not the only college to have issues with Follett's system meeting submission deadlines. Mr. Bryan asked, "what are the consequences for not being in compliance?" Mr. Little stated that SFSC could have a possible audit finding in the next operational audit year and SFSC would have to defend the finding. Mr. Wright questioned if SFSC has had similar issues in the past. Mr. Little informed the Board that we have had similar issues in the past with Follett managers and not meeting deadline obligations. Mr. Wright stated that SFSC should look to Mrs. Pam Karlson to possibly draft a letter to Follett about meeting contractual obligations. Mr. Little stated that he has a meeting set with the Follett regional manager to discuss the submission issue and how to correct it moving forward. Dr. Leitzel stated that while this is a critical issue, SFSC is pleased with Follett's overall performance as the bookstore vendor.

9.0 REPORTS

9.1 **Financial Report**

Mr. Little reported on the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget for FY2020-21 year-to-date.

(EXHIBIT "F")

9.2 **Foundation Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$75,265.00** from August 12 through September 8, 2020. Mrs. Bateman reported following a special Executive Committee and Foundation Board meeting, a committee was comprised of six Board members that have been charged with identifying options of offsetting costly needs at the Hotel Jacaranda that were brought to the Foundation Board's attention during the August board meeting. Mrs. Bateman stated the current needs of the Hotel Jacaranda included but not limited to the following: plumbing, electrical, entryways, dorm remodels, fire escapes, telephone system rewiring, replacement of upper roof and kitchen roof area, and the elevator needs to be replaced. She informed the Board the estimated cost is approximately \$1.3 million. Mrs. Bateman stated the committee will review the areas of need and will begin to build a plan that may include fundraising, campaigns, and/or alternative funding to assist with the remodel. Mrs. Bateman gave a brief update on the up-coming Foundation Legacy Showcase event on October 24. She recognized and thanked Nucor for being an orange sponsor for the event.

9.3 **Resource Development**

I. **Grants Development Report**

Dr. van der Kaay reported on the Grants Development Report dated 9/23/20.

II. **In Development**

A. **Health Sciences Instructional Technology and Community Health Initiatives**

Highlands County Health Services	Approx. \$ 9,000
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B. **Retired and Senior Volunteer Program (R.S.V.P.)**

Corporation for National and Community Service	\$ 52,034
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9.4 **President's Report**

Dr. Leitzel reported on the following items:

1. U.S. News Best Colleges Rankings: Dr. Leitzel announced SFSC was ranked #6 in Top Public Schools in the south and tied for #33 in Regional Colleges South.
2. College Events: Dr. Leitzel reported he attended the virtual Student Art Show Award Ceremony. Dr. Leitzel shared the President's Choice Award winner, Ms. Abigail Tollison and her piece named "Tiny But Mighty" is featured on this year's college birthday cards.
3. Community Events: Dr. Leitzel informed the Board that Mrs. Bateman and Ms. Anastasia Saunders represented SFSC at the Hardee Athletic Foundation banquet and an SFSC team participated in the AP Champions Club golf tournament. Dr. Leitzel thanked Mr. Derren Bryan for his continuous support. Mr. Bryan thanked Mrs. Bateman and Ms. Saunders for attending the banquet.

4. Special Announcement: Dr. Leitzel announced that Mrs. Bateman was named Avon Park Businesswoman of the Year for work as the Executive Director, Institutional Advancement with SFSC. Dr. Leitzel congratulated Mrs. Bateman.
5. Fall Enrollment Update: Dr. Leitzel reported colleges nationally are experiencing enrollment declines. He reported that SFSC credit enrollment so far this Fall term is up 3.5%. Dr. Leitzel stated non-credit enrollment is steady. He reported that Adult Studies enrollment is down 43% year-to-date. Dr. Leitzel stated SFSC will not likely be doing Lifetime Learners Institute and the Heartland Games due to COVID-19 precautions and the older adult transient population in the region will be greatly reduced.
6. Highlighted Panther Athletics: Dr. Leitzel shared SFSC Cross-Country had their first meet in Ocala, FL and finished third in the event. The Lady Panthers had their second meet in Lake City, FL and finished third in the event. Dr. Leitzel shared that in both meets freshman Paxton Brooks finished tenth overall in the events.
7. Applied Research Project: Dr. Leitzel announced SFSC was approved for two new hemp research projects, a seed study with a local greenhouse and the Martin County Project with Indian River State College. He highlighted the current Hemp4Water bio-remediation project that is on the Highlands Campus.
8. Other College Announcements: Dr. Leitzel stated that due to COVID-19 SFSC will not host the annual employee holiday luncheon. He informed the Board that SFSC will proceed with the Meritorious Awards and award winners will be recognized virtually.
9. Commencement Update: Dr. Leitzel asked the Board to save the date of Saturday, December 19 for the Fall Commencement. He gave a brief overview of the Fall Commencement plan of relocating to a designated socially distanced outside area to accommodate graduates and their families. Mrs. Puckorius asked, "what is the plan if it rains?" Dr. Leitzel stated at this point in the planning process we do not have a back-up plan and commencement would be a fair weather event. Mr. Bryan thanked Dr. Leitzel and team for working on a commencement solution. He stated that December 19 is the weekend before Christmas and should take in consideration that some will not be able to attend as they may be traveling for the holidays. Both Mr. Bryan and Mrs. Cullens asked if commencement could be moved to an earlier date. Mr. Bryan made the suggestion of a back-up venue such as local football fields, Alan Jay Arena in Highlands, Turner Center in DeSoto, and Hardee County Cattleman's Arena. Mr. Wright requested Dr. Leitzel to move forward with a December commencement ceremony at SFSC and report back to the Board at the next DBOT meeting.

9.5 Board Attorney's Report

Mrs. Karlson stated no report. She stated that she was not involved with the original contract with Follett. Mrs. Karlson stated that she does not review college contracts with vendors unless requested. She suggested that college/Follett utilize a deadline review tracker moving forward.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Dr. Kirschner stated no report.

Mr. Backer stated no report.

Mr. Bryan questioned, "why is SFSC's credit enrollment up vs. other colleges"? Dr. Leitzel stated SFSC planned early for enrollment and our Enrollment Committee set a goal to be up 3% for Fall enrollment. Dr. Leitzel commended Dr. Valentine, Student Services, and the Enrollment Management Team for making enrollment their top priority. Dr. Leitzel added that SFSC got out early with our "Let's Go" campaign in the community. Mr. Bryan inquired if you could register for just one session of ACCT Leadership Congress or if it had to be the entire conference. Mrs. Cullens stated you could only register for the entire conference.

Mrs. Rider had to leave early for another obligation.

Mrs. Cullens stated she will be report back to the Board next month on the ACCT Leadership Congress conference.

9.7 Board Chair Report

Mr. Wright reported that he participated in a routine fraud audit call with the state auditors for the Financial Audit. Mr. Wright thanked everyone for attending the DBOT meeting via zoom.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:36 p.m.