

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 28, 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	Mr. Erik Christensen
Ms. Cindy Garren	Dr. James Hawker	Dr. Michele Heston
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Ms. Melissa Lee
Mr. Glenn Little	Ms. Lena Phelps	Mr. Jonathan Stern
Dr. Sid Valentine	Dr. Chris van der Kaay	Dr. Tim Wise

Excused: Mrs. June Weyrauch

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 1:05 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. Mr. Wright informed the Board that this would be the last time the District Board of Trustees would be allowed to meet virtually under the Governor’s Executive Order 20-69.

Dr. Leitzel recognized and thanked Mr. Terry Atchley, City Manager of Wauchula and SFSC Foundation Board member for attending the virtual DBOT meeting. Dr. Leitzel gave his condolences to Mr. Glenn Little on the passing of his father.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Cullens made a motion, seconded by Mr. Backer, to adopt the agenda of the virtual meeting held October 28, 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 Mr. Backer, to approve the minutes 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.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. Mrs. Cullens reported that ACCT is undecided on whether the ACCT National Legislative Summit in Washington, DC in February will happen or if it will need to be held virtually due to COVID-19 precautions.

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 administrative staff; full-time professional staff; full-time career services staff; resignations; and adjunct faculty 2020-21, academic year as needed.

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

5.2 Grant Awards

5.2.1 Carl D. Perkins V – Postsecondary Programs

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

5.2.2 Health Sciences Technology and Community Health Initiatives

Highlands County Health Services \$ 9,715

5.2.3 Family-Friendly Performances in Rural Florida

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

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through September 2020.

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

Mr. Bryan made a motion, seconded by Mrs. Cullens, to approve the Consent Agenda, Items 5.1 through 5.3.1 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

None

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. Mr. Little stated that the expenses are unusually high since the college paid the property and casualty insurance in September.

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

Mrs. Cullens asked Mr. Little to give clarification on the Tuition and Out of State fees and if he thought the Spring term would be more or less than Fall. Mr. Little addressed Mrs. Cullens question. He stated that Spring term is usually a little less than Fall but the goal is to be higher than the last Spring term. Mr. Little stated there is definitely opportunity for enrollment growth for Spring term.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$56,854.00** from September 9 through October 13, 2020. Mrs. Bateman reported the Hotel Jacaranda Planning Committee reviewed the areas in need of current and ongoing maintenance for the Hotel Jacaranda. The committee reviewed financial opportunities to offset the cost of the renovations that include fundraising, campaigns, traditional and marginal loans, and grants. She stated the committee recommended that a true evaluation of the hotel be conducted by an engineering firm familiar with such evaluations. The recommendation was made to the Executive Committee, and with their approval, will be presented to the full Foundation Board. Mrs. Bateman gave a brief update from the Foundation Legacy Showcase event that was held on Saturday, October 24. She recognized and thanked all the sponsors for the event.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated 10/28/20.

II. In Development

A. Heartland Pathways 2 Success Project

Department of Education (DOE) \$ 2,718,134

B. Advancing Career and Technical Education through Entrepreneurship Education and Training (EET) Grant

Florida Department of Education (FLDOE) \$ 50,000

III. Submitted

A. Agricultural Workforce Training Grant

United States Department of Agriculture (USDA) \$ 500,000

9.4 President's Report

Dr. Leitzel thanked Dr. van der Kaay for his help with the technology for today's DBOT meeting in the absence of Mrs. Weyrauch.

Dr. Leitzel reported on the following items:

1. Reflection on Trustee Ken Lambert: Dr. Leitzel stated that this time last year was Mr. Ken Lambert's last DBOT meeting before his passing. He reflected on Mr. Lambert's contributions and love for college. Dr. Leitzel informed the Board that the annual Meritorious Awards will be recognized in December virtually this year. He stated that the college has a category name "Special Award", which we are now calling The Kenneth A. Lambert "Journey Award" in remembrance of Mr. Lambert. This award will be given to an employee who made a meaningful contribution under difficult circumstances, which made a difference at SFSC, or to an SFSC student, or to his/her community.
2. SACSCOC Update: Dr. Leitzel reported that in less than one year the SACSCOC on-site visitation will be held October 4-7, 2021. He stated the college's On-Site Team Chair is Dr. Ty Handy of Jefferson Community and Technical College of Louisville, KY.
3. Fall Enrollment Update: Dr. Leitzel reported the Fall student headcount is 3,000. Dr. Leitzel reported the following percentages on instructional modalities offered this Fall:
 - Online – 38%
 - Hybrid (blend in-person/online) – 5%
 - In-person – 57%

Dr. Leitzel shared some SFSC Zoom meeting statistics.

4. Fuse Announcement: Dr. Leitzel announced he participated in a virtual meeting with USF to sign a three year Fuse agreement. He stated that Dr. Valentine, Dr. Hawker, and Mrs. Kuehnle also participated in the Zoom meeting. He gave brief overview of the Fuse agreement.
5. Dental Labs: Dr. Leitzel reported on the new machinery in the dental labs to help sanitize while working on patients. He recognized the following dental partners who helped during the medical absence of Dr. Milliken with labs:
 - Dr. Michael Kirsch – Sebring
 - Dr. Paul Horton – Sebring
 - Dr. Barbara Platte – Lake Placid
 - Dr. James Pyle – Wauchula
 - Dr. Michael Lamp – Sebring
6. Highlighted Panther Athletics: Dr. Leitzel announced SFSC Cross-Country is Nationally ranked #13. SFSC Cross-Country received invitation to Nationals in Fort Dodge, Iowa in November 5-7.
7. MOFAC Update: The Highwaymen revisiting our roots exhibit is on display October 21, 2020 – February 5, 2021.
8. Commencement Update: Dr. Leitzel reviewed the commencement plan that was presented to the Board at the September 23 DBOT meeting. He discussed the new considerations that were suggested by the Board on alternative venues. Dr. Leitzel presented several commencement recommendations with the Board. He announced the staff recommendation is as follows:
 - Three Ceremonies: Starting at 12 noon on Thursday, December 17
 - Bachelor's 12 noon
 - AS – Certificates 3 p.m.
 - AA 6 p.m.

He stated that the State of Florida High School Diploma students would have a graduation ceremony on Wednesday, December 16 at 5 p.m. Dr. Leitzel gave a brief overview of the advantages and features of having multiple commencement ceremonies. Mr. Wright asked, "how the students would proceed across stage"? Dr. Leitzel stated it would be the same as commencements in the past but we would have multiple hand sanitizing stations on the stage. Mrs. Rider questioned about the use of mask. Dr. Leitzel stated Mrs. Kuehnle will be designing and ordering a special commencement mask that would be provided to all graduates and platform guests. The Board agreed with the the staff recommendation of the three ceremonies on December 17 and the Florida High School Diploma graduation on December 16 and for Dr. Leitzel to proceed with his plans. Dr. Leitzel thanked the Board.

9. December 9 DBOT Meeting: Dr. Leitzel recommended to delay the Planning Workshop based on the Core Indicators of Effectiveness Student test data not being available and to move forward with the review of our Strategic Plan, and affirming the college's mission during the regular December DBOT meeting. All trustees agreed unanimously with this recommendation.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

Dr. Kirschner stated no report. He asked for an update on the number of SFSC students effected by COVID-19. Mr. Littled stated there have been several incidents with students contracting COVID-19 outside of the college. He reported SFSC is conducting contact tracing and monitors reports from all respective health departments. Mrs. Kuehnle reported the total number of positive cases for SFSC is 32 that includes both students and employees. Mr. Kesterson reported only one adjunct faculty member called in positive with COVID-19.

Mrs. Cullens stated she will report to the Board whether or not ACCT National Leglasitve Summit will be canceled in February. She reported that the virtual ACCT Leadership Congress conference was well received. She informed the Board that she participated in a zoom session about enrollment and SFSC is one of the few colleges reporting an increase in credit enrollment. ACCT has contacted SFSC for more information on how the college improved its enrollment and is doing an article on the college's enrollment growth success. She thanked everyone for their continuous work.

9.7 Board Chair Report

Mr. Wright stated that he appreciates the "Journey Award" to honor Mr. Lambert. He reported that he did a Veterns Day recording with Mr. Erik Christensen. Mr. Christensen and Mrs. Kuehnle gave a brief overview on what the college is planning for Veterans Day.

He stated that he appreciates the Board meeting via Zoom today but the December DBOT meeting will either be held in the Wildstein Center or the boardroom with strict limitations. He wished everyone a Happy Thanksgiving.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:12 p.m.