

**EXECUTIVE COMMITTEE MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE FOUNDATION, INC.
HOTEL JACARANDA
August 11, 2020**

Members Present: Mr. Tres Stephenson, President Mrs. Robin Weeks, Treasurer
Mr. Bill Jarrett, Secretary Ms. Patty Manderville, Past President
Mrs. Christy Crews Dr. Tom Leitzel

Excused: Mr. Darrell Jensen, Vice-President Mrs. Lana Puckorius

Staff Present: Mrs. Jamie Bateman Miss Anastasia Saunders

I. CALL TO ORDER

At 12:05 p.m., Mr. Stephenson, President, called to order the Executive Committee meeting of the SFSC Foundation. Mr. Jarrett made a motion, seconded by Mrs. Weeks, to approve the agenda as presented. The motion passed unanimously.

II. APPROVAL OF MINUTES

Mr. Jarrett made a motion, seconded by Mrs. Weeks, to approve the minutes of the 4/14/20 meeting as presented. The motion passed unanimously.

III. FINANCIAL REPORTS

- a. Mrs. Bateman presented on the SFSC Foundation Investment Returns through June 30, 2020. An update from Bank of America was sent to Mrs. Bateman this morning; she will forward it on to the Board later today or tomorrow (8/12/20). As you can see the market has been volatile due to the current pandemic situation but we will get through this and wait to see the upturn of the investments.
- b. Mrs. Bateman reviewed the Gift Summary Report. There were no questions about the report. Mrs. Bateman touched on two gift line items in particular. Kenneth A. Lambert Memorial Endowment was initiated by the SFSC DBOT as an unrestricted endowment to assist the college as needed. The Foundation will be working to have this endowment reach the \$100,000 goal. The second gift item Mrs. Bateman reviewed was in regards to the Randy Allwood Scholarship. A gentleman working for Annett Bus admired SFSC and the students he met and worked with from the automotive mechanic program. His last wishes with his family was to create a scholarship to support students in the automotive mechanic program at SFSC. This scholarship should be finalized with details and funding at the end of August. Mr. Jarrett added that upon finalizing this particular scholarship, he would like to have the Foundation apply to the Ford Family Foundation for matching funds. He stated this is a new and strong initiative that the Ford Family is implementing as long as the scholarship pertains to the automotive mechanic department. Mrs. Bateman will follow-up once the scholarship details are finalized and the final amount is submitted.

IV. PRESIDENT'S COMMENTS

- a. Dr. Leitzel shared that the college is moving in to the start of the fall 2020 semester and it is looking favorable. Our enrollment is about the same as last fall and we are continuing a strong focus on enrollment with our new Let's Go campaign. The faculty and staff are ready and willing to make a great fall semester. The college offered and tried to honor each faculty member's preference for style of course.
- b. Dr. Leitzel shared that moving forward the budget for the college will have some setbacks due to limited State funding. As of the morning of August 11, 2020, the colleges were asked by the State to holdback an additional 2.5% on top of the already requested 6 %.
- c. Dr. Leitzel reported on the plans for the "Remembrance for George Floyd;" a student athlete in the early to mid-90s who was also a resident of the dorms at the Jacaranda. This event will be closed to the public, small and controlled. He shared the potential of the George Floyd Family Endowment by building a relationship through this remembrance which could support SFSC in the future. Mr. Jarrett asked for further information about the remembrance event as it can be a very sensitive and high profile situation. Dr. Leitzel responded it will be a very small, controlled event with his coach remembering George Floyd in the form of a video. This idea is to be shared and reviewed with the DBOT for approval.

V. FOUNDATION UPDATES

- a. Mrs. Bateman reviewed the updates to the Innovation Grants process. These changes are to do with internal processes to allow for a smoother process between all parties.
- b. Mrs. Bateman reviewed the master calendar noting that it will be updated to include Giving Tuesday on December 1, 2020.
- c. Mrs. Bateman discussed the Events Committee Recap
 1. SFSC Foundation Legacy Showcase and Fundraiser is set for October 24 with the social held in the Catherine P. Cornelius Student Services and Classroom Complex and the Dueling Pianos concert will be held in the Alan Jay Wildstein Center for the Performing Arts. Social distancing seating will allow for approximately 400 attendees and tickets will be \$65. The Foundation Office will be seeking sponsorships for this event. Mrs. Bateman shared that the Events Committee approved moving forward with honoring Ben Hill Griffin, III with the 2020 Legacy Award. Following this decision, she was made aware of Mr. Griffin's passing. Mrs. Bateman was able to speak with Mr. Griffin's assistant sharing condolences as well as the news of this award; at a later date she will circle back around to work with the family to have a representative at this event to accept this honor. They were highly pleased and honored. Mr. Jarrett shared that it could be something to think about and offer to the family, our Legacy Showcase Event, as an opportunity for the family to have a formal honoring

event for Mr. Griffin in a safe way. Mrs. Bateman will follow up with the Griffin family.

2. Mrs. Bateman shared that the SFSC Foundation has Premises Liability within the current General Liability and Umbrella Policy. The Foundation will plan to purchase a special events policy for the SFSC Foundation Legacy Showcase and Fundraiser just like last year.
 3. Mrs. Bateman shared that the Jacaranda Jubilee, November 30, is re-vamped for this year due to the Avon Park Christmas Parade cancellation. The event will be moved in to the dining rooms with a Santa sighting and Christmas tree lighting to kick off the season. Santa will be available at the event to take pictures with his sleigh and reindeer in the lobby, allowing for social distance between the guest(s) and Santa. Mrs. Bateman also reported that Santa and Mrs. Claus will be available and scheduled at the Jacaranda through December for pictures with Santa. A dual marketing campaign will work to promote Dinner at the Jacaranda and a picture with Santa.
 4. Mrs. Bateman reported the Christmas Luncheon on December 10 for \$50 and will include wine. The wine was donated so the profits of the ticket price increase will be for the Foundation. The capacity will be limited and the raffle basket items will be spread out within the lobby to allow for social distancing. Mrs. Crews mentioned to be sure and review the guidelines for capacity allowed; currently only 50% capacity in restaurants. Mr. Jarrett agreed to just be up to date on CDC recommendations/guidelines as it will constantly be changing through the planning process.
- d. Mrs. Bateman requested the Executive Committee's approval to present to the Board in September to continue to move forward with annual sponsorships for 2021. The current 2020 Annual sponsorships included 1 Gold, 1 Silver and 4 Bronze for a total of \$22,500.00. The Foundation is going to be able to honor these current annual sponsorships with their benefits except the spring dinner; therefore the Foundation staff is looking at ways to provide a different benefit in its place such as a "Thank You" Basket and/or a decorated Christmas tree within the Jacaranda for the holiday season.
 - e. Mrs. Bateman reported that Lana Puckorius was appointed as the Board of Trustee Liaison to the SFSC Foundation Board.
 - f. Mrs. Bateman reviewed with the Executive Committee and shared the pictures of the Hotel Jacaranda as well as the list of maintenance needs and pricing. She asked that after each Executive Committee Officer was able to tour the Jacaranda, what their next suggestions are moving forward. Mrs. Bateman reported due to State budget cuts to the college, the maintenance funds for the Hotel Jacaranda are no longer available and that the Foundation will be providing \$50,000 for the year to assist with the maintenance moving forward. Mr. Stephenson opened up the conversation to the group for their

thoughts and the direction to advise the Board. Mr. Jarrett shared his thoughts to request a meeting with the DBOT and seek their vision of the future for the student athletes and on campus housing. Depending on this vision, depends on how to present to the Foundation Board of moving forward with Hotel Jacaranda. Mr. Jarrett suggested for the Board to approve \$50,000 for 5 years with a match from the college and see how it affects the Hotel Jacaranda needs if at all. Mrs. Weeks shared her thoughts that this is a big monetary figure to bring the Hotel Jacaranda to a safe level and that this needs to be a business decision taking the emotion out of it. Ms. Manderville shared that the maintenance list with pricing may be way under what the actual cost is; she suggests having the actual contractors review and provide the quote however, you still don't know the surprises that may appear once they open up walls and roofs etc. Mr. Jarrett asked Dr. Leitzel if the DBOT is able and ready to provide the Foundation Board with insight on the status of an on campus housing. Dr. Leitzel responded yes but the DBOT cannot own the dorm facilities, a private developer must come in and build/operate it. He clarified that yes there is a pulse on a potential opportunity. Mrs. Crews asked if the Jacaranda had its own set of book keeping records and if that could be presented to the Board. Dr. Leitzel confirmed the separate book keeping and suggested that due to the complexity of all the happenings and departments within the Hotel Jacaranda, that the book keeping be presented to the Executive Committee first along with Mr. Glenn Little sharing his insights to it all prior to sharing with the whole Board. Dr. Leitzel also shared regarding the upcoming staff changes and that Mrs. Bateman will be overseeing the Hotel Jacaranda which will be excellent as she knows the ins and outs of this facility. The Executive Committee agreed to have a special meeting prior to the September Board Meeting to review these records. Mrs. Bateman agreed to gather dates from all parties and set a date within the next two weeks. At that meeting the Executive Committee will then advise the next steps in presenting to the Board in September.

- g. Mrs. Bateman reviewed the Foundation Student Loans for the fall 2020 semester only. These will be minimal in amount, with low risk and act as a bridge loan for those students that are not able to receive financial aid. The agreement requires the student to pay off the loan by the add/drop date. The company Nelnet will be functioning again and offer this bridge loan opportunity starting in spring 2021.
- h. Mrs. Bateman shared that through a sequence of events within the last two weeks, the Highlands County Board of Education is in need of the Teacherage building to house the virtual teachers for the new school year therefore expediting the warranty deed agreement. As of Friday August 7, the college has moved out of the Teacherage with intentions to hold classes with the First United Methodist Church of Sebring. On Monday August 10, Highlands County School Board moved in to the Teacherage and the warranty deed was dated for August 10, 2020.

VI. STAFF UPDATE

Mrs. Bateman reported that the TSIC part time employee for the DeSoto County area resigned prior to COVID-19 and this position will not be filled until January 2021 due to budget reduction for the TSIC program. However, kudos to our TSIC program receiving Gold status again this year.

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VII. ALUMNI UPDATE

Ms. Saunders shared that Alumni and Young Alumni events have been placed on hold due to COVID-19 however she has stayed in contact with Alumni through various methods of communication such as email, social media and personalized lists. A recent Zoom meeting was held with the current Alumni Board to review new nominations for the Board and Officers; a meeting for all alumni members to participate in and vote will soon follow. She shared that the one nomination is a young, enthusiastic alumni from DeSoto who is eager to help young students receive their education, especially in the Hispanic community.

VIII. TIME FOR DIRECTORS

Mr. Stephenson opened the floor to the directors. No comments at this time from the directors.

IX. ADJOURNMENT

There being no further discussions, Mr. Stephenson adjourned the meeting at 1:23 p.m.

Respectfully submitted,

Bill Jarrett

Board Secretary