

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DECEMBER 9, 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 - Virtually

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Gil Carney
Mr. Erik Christensen	Mr. Jason Fitzgerald	Dr. Robert Flores
Ms. Cindy Garren	Mr. Junior Gray	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Mr. Glenn Little	Mr. Keith Loweke
Mrs. April Ricker	Mrs. Carmen Robinson-Cooper	Ms. Robin Southwell
Mr. John Snow	Mr. Jonathan Stern	Dr. Sidney Valentine
Dr. Chris van der Kaay	Mrs. Mary von Merveldt	Mrs. June Weyrauch
Dr. Tim Wise		

Excused: Ms. Melissa Lee Dr. Michele Heston

Others Present: Mrs. Barbara Kirschner

College Attorney, Mrs. Pam Karlson was virtually present at the December 9 District Board of Trustees Meeting. 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 1:07 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

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held December 9, 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 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.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. No changes were recommended by the Board.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Jason Fitzgerald	Instructor, English	James Hawker	08/17/20
Carmen Robinson-Cooper	Senior Accountant	April Ricker	09/01/20

2.2 Employee Retirement Recognition

Employee	Position	Dates of Service
Glenn W. Little	Vice President for Administrative Services	01/02/1986 – 12/18/20

Mr. Backer made a motion, seconded by Mrs. Puckorius, to recognize the retirement of Mr. Glenn W. Little for his 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.**

Mr. Little thanked the Board. He stated that we have an amazing college and after 35 years SFSC has not only blessed him but his family too. Mr. Little reflected fondly on his time at SFSC.

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Florida Blue Nursing and Allied Health Scholarship

Dr. Leitzel introduced Mrs. Bateman who reported that the Florida College System Foundation Board of Directors awarded \$12,162 to South Florida State College Foundation for the 2020-2021 Florida Blue Nursing and Allied Health Scholarship. With matching funds, SFSC awarded 24 students from the dental, nursing, and radiography programs. The students were brought forward and introduced by Mrs. Bateman and received their scholarship from Mrs. Tami Cullens, SFSC Vice Chair and member of the Florida College System Foundation Board.

4.2 SFSC Strategic Plan (Destination 2025)

Dr. Leitzel asked Dr. van der Kaay to present the SFSC Strategic Plan (Destination 2025) for approval.

Dr. van der Kaay distributed Destination 2025, Destination 2023 Accountability Matrix, and the SFSC Strategic Planning and Institutional Effectiveness Model to the Board. Dr. van der Kaay presented a brief overview of the SFSC Strategic Plan (Destination 2025).

(EXHIBIT "A")

Mrs. Cullens made a motion, seconded by Mr. Bryan, to approve the SFSC Strategic Plan (Destination 2025) 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.**

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of full-time career services as presented.

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

5.2 Grant Awards

5.2.1 AmeriCorps Seniors Pandemic Augmentation

AmeriCorps Seniors

\$ 5,000

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 October 2020.

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

5.3.2 Property Deletion

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

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

5.3.3 Donation – Baldwin Acrosonic Piano

Approved the donation of the Baldwin Acrosonic piano for use by the DeSoto Campus as presented.

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

Mrs. Puckorius had a concern pertaining to the varied amounts in the monthly expenses report. Mr. Little addressed her concerns and explained the variations were due to CARESAct funding and the prepayment of insurance.

Mr. Bryan made a motion, seconded by Mrs. Rider, to approve the Consent Agenda, Items 5.1 through 5.3.3 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

7.1 Curriculum Proposals

Dr. Valentine introduced the curriculum proposals. [\(EXHIBIT "F"\)](#)

Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the curriculum proposals 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 SFSC Mission Statement Affirmation

The Board reviewed the current SFSC Mission Statement. No changes were recommended.

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

Mrs. Cullens made a motion, seconded by Mrs. Rider, to affirm the SFSC Mission 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.**

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.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$422,629.13** from October 14 through November 17, 2020. Mrs. Bateman recapped a review by the Hotel Jacaranda Planning Committee on the areas in need of current and ongoing maintenance for the Hotel Jacaranda. She reported the Foundation Board has suggested to move forward with a true evaluation of the hotel be conducted by an engineering firm familiar with such evaluations. Mrs. Bateman gave a brief update from the Jacaranda Jubilee and Giving Tuesday events. She announced that the Foundation Christmas Luncheon has sold out with 96 attendees.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated 12/09/20.

II. In Development

A. Pathway to a Pipeline: Advanced Patient Care Technician Apprenticeship 2.0

Florida Department of Education (FLDOE) \$ 120,000

III. Submitted

A. Retired and Senior Volunteer Program (R.S.V.P.)

Corporation for National and Community Service \$ 52,034

9.4 President's Report

Dr. Leitzel thanked Mr. Gil Carnery in the sound booth and Mr. John Snow for his help with the technology and sanitation for today's DBOT meeting and Mrs. Weyrauch's assistance with technology.

Dr. Leitzel reported on the following items:

1. Shared the 2020 Year In Review video.
2. Announced that the President's 2020 Meritorious Service Awards were awarded to recipients today. Due to COVID-19 the awards were recorded and will be posted on Daily Connection in the coming week.

3. Commencement Update: Dr. Leitzel reviewed the commencement plan that was presented to the Board at the September 23 DBOT meeting with the following recommendation:
 - Three Ceremonies: Starting at 12 noon on Thursday, December 17
 - Bachelor's 12 noon
 - AS – Certificates 3 p.m.
 - AA 6 p.m.

He discussed the safety precautions that have been made for this year's commencement. Dr. Leitzel asked for the Board members to let Mrs. Ashley Bennett know which commencement ceremony they will be attending. He shared the Rehearsal video that Mrs. Melissa Kuehnle made that has been shared with all the graduates.

4. Highlighted Corrections Graduation on November 13. Announced the Law Enforcement graduation is tonight at 6 p.m.
5. Panther Athletics: Dr. Leitzel reported the SFSC Cross-Country team traveled to Fort Dodge, Iowa for Nationals on November 5-7. He announced our of 70 participating colleges, SFSC finished #16.
6. Enrollment Update: Dr. Leitzel reported that enrollment is decreasing nation-wide. He shared some charts from the National Student Clearinghouse Research Center comparing enrollment from Fall 2019 to Fall 2020 on freshman enrollment by race/ethnicity. He gave a brief overview of what SFSC students are currently facing during the pandemic.
7. Panther Emergency Student Aid Fund: Dr. Leitzel announced that 899 students have been awarded \$922,383 from CARESAct funding to date.
8. Tallahassee Update: Dr. Leitzel reported that the Senate President is Wilton Simpson (Spring Hill) and the Speaker of the House is Chris Sprowls (Clearwater). He gave brief overview of what is being reported on the general revenue for this coming year.
9. National Legislative Summit Update: ACCT will be hosting the National Legislative Summit February 8-10 virtually this year. Mr. Wright asked Mrs. Bennett to send an agenda to the Trustees.
10. Highlighted Mr. Little's retirement celebration. Dr. Leitzel thanked Mr. Little for his many years of service to SFSC.
11. January 20 DBOT Meeting: Dr. Leitzel reminded the Board that the president's evaluation and the Board self-evaluation is due in January to Mrs. Pam Karlson and will be reported at the January 20 DBOT meeting.
12. Concluded with the SFSC Holiday video.

9.5 Board Attorney's Report

Mrs. Karlson stated no report. She informed the Board that she will send the president's evaluation and Board self-evaluation form some time next week and asked that they be returned to her by January 11. Mrs. Karlson stated she was happy to be back to work after being out with COVID-19 since November 23. She wished everyone a Merry Christmas and Happy New Year.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer thanked Mr. Little for his service and friendship over the years. He wished everyone a Merry Christmas.

Mr. Bryan stated no report. He congratulated Mr. Little on his retirement and stated that he will be missed. Mr. Bryan wished everyone a Merry Christmas and Happy New Year.

Mrs. Rider stated no report. She stated blessings to all and a Merry Christmas.

Dr. Kirschner wished everyone a Merry Christmas and Happy New Year. He congratulated Mr. Little for an outstanding career at SFSC.

Mrs. Cullens thanked everyone for attending the DBOT meeting. She wished everyone a Merry Christmas and Happy New Year.

9.7 Board Chair Report

Mr. Wright reported that he participated in the Financial exit conference this morning with the auditors. He was happy to announce the college is in good standing with no findings. Mr. Wright stated that the Federal audit will be concluded possibly in February 2021.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:52 p.m.