

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JANUARY 20, 2021**

Members Present: Mrs. Tami Cullens, Vice Chair
Mr. Tim Backer
Mr. Derren Bryan
Mrs. Kris Y. Rider
Dr. Thomas C. Leitzel, President/Secretary
Mrs. Pamela T. Karlson, College Attorney

Excused: Mr. Joe Wright, Chair Dr. Louis H. Kirschner Mrs. Lana Puckorus

Staff Present: Mrs. Jamie Bateman Mrs. Ashley Bennett Mr. Gil Carney
Mr. Ross Crawford Mr. Erik Christensen Mr. Peter Elliott
Dr. Robert Flores Ms. Cindy Garren Dr. Michele Heston
Dr. Jim Hawker Mr. Don Kesterson Mrs. Melissa Kuehnle
Ms. Deb Olson Mr. William Senton Mr. Jonathan Stern
Dr. Sid Valentine Dr. Chris van der Kaay Mrs. Erin Warner
Mrs. June Weyrauch Dr. Tim Wise

Others Present: Mr. Terry Atchley

Mrs. Cullens, Vice Chair welcomed Mr. Terry Atchley to the District Board of Trustees meeting. Mr. Atchley has been appointed by Governor DeSantis as a South Florida State College District Board of Trustee representing Hardee County. Mr. Atchley will be filling the position that Mr. Ken Lambert held after Mr. Atchley is confirmed by the Senate.

The regular meeting of the District Board of Trustees was called to order at 1:03 p.m. on the Highlands Campus of South Florida State College by Vice Board Chair, Mrs. Tami Cullens.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Bryan made a motion, seconded by Mrs. Rider, to adopt the agenda of the regular meeting held January 20, 2021 as presented.

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, and, Mrs. Rider. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Bryan, to approve the minutes of the regular meeting held December 9, 2020 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Rider. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

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

Mr. Bryan stated that he would like to have a community/college event associated with the DBOT meetings that will be held at the DeSoto, Hardee, and Lake Placid campus sites.

Mr. Bryan stated his concern for travel expenses for the college to have employees to attend a DBOT meeting at the campus sites. Mr. Backer stated that he would like for a decision on the DBOT meetings by the March 24 DBOT meeting. He stated that he has a concern about maintaining safe social distancing and available technology at the other campus sites.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Ross Crawford	Lead Maintenance Lake Placid Center	Robert Flores	10/05/20
Peter Elliott	Vice President of Administrative Services	Thomas Leitzel	01/04/21
William Senton	Specialized Maintenance: HVAC	Robert Flores	10/12/20
Erin Warner	Purchasing Specialist	Deborah Olson	09/01/20

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Core Indicators of Effectiveness

Dr. van der Kaay gave a brief overview of the Core Indicators of Effectiveness. Dr. van der Kaay stated the Core Indicators of Effectiveness serve as the institution’s primary mechanism for monitoring measurable goals and outcomes for student achievement. He informed the Board that there are 17 core indicators that undergo a comprehensive, regular, and sustainable review process. He stated these indicators are analyzed annually by the Data Analysis Group (DAG), a standing college committee of faculty and staff, as well as the president’s Leader Team to evaluate the college’s effectiveness and need for potential student success. Dr. Leitzel thanked Dr. van der Kaay for his work.

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

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

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

5.2 Operational Actions

5.2.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for the months of November and December 2020.

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

Mrs. Rider made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.2.1 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, and Mrs. Rider. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES
None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals
None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 President’s Annual Performance Review

On behalf of Board Chair Joe Wright, Mrs. Cullens thanked the Board for participating in the president’s evaluation. Mrs. Pam Karlson, College Attorney, stated that after reviewing the evaluations that were submitted to her from the Trustees, she found that Dr. Leitzel had met and exceeded the performance indicators on which the evaluation was based. Mrs. Cullens then asked for a motion to accept the extension of a three year continuing contract for Dr. Leitzel through June 30, 2024.

(EXHIBIT “D”)

Mr. Backer made a motion, seconded by Mrs. Rider, to accept the evaluation results and extend a three continuing contract for Dr. Leitzel through June 30, 2024. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, and Mrs. Rider. **Motion carried by unanimous vote.**

Dr. Leitzel thanked the Boad and college teammates for their continued support.

8.2 District Board of Trustees Annual Self-Evaluation Review

Mrs. Karlson, College Attorney, highlighted each topic of the Board Self-Evaluation with key words that were used throughout by each Trustee. Those key words that summarized the Board’s Self-Evaluation include:

Strengths	Accomplishments	Opportunity For Improvement
Cohesiveness	Deeper Debate	Campus Presence at all locations
Ability to work well together	Guidance of Leadership Team	
Function Efficiently as a unit	Adaption during pandemic	

Mrs. Cullens asked the Board for any comments or input pertaining to the summarization. Mrs. Cullens reported that she found the same theme of wording that Mrs. Karlson highlighted in her brief summarization. Mrs. Cullens stated that the Board is honored to serve the students, faculty, staff and administration. Mr. Terry Atchley stated that he believes that Board has met their 2020 goal/priorities. He stated he looks forward to serving on the Board and interacting with deeper debate/discussions and giving a fresh pair of eyes to the Board. Mr. Bryan highlighted his thoughts on how the Board conducts

deeper debates and shared his point of view on trustees voicing their opinions without fear of offending other Board members. Mrs. Cullens agreed with Mr. Bryan about the Board working through issues and openly debating them. Mrs. Cullens asked Dr. Leitzel if he would like to add anything. Dr. Leitzel stated the Board generally works well with one another and the college. He stated that the Board cares about each other and every single individual at the college. Dr. Leitzel commented that the Board excels with their relationship as a board and the communities they serve. Mrs. Cullens recommended to defer to the March 24 DBOT meeting to set the 2021 Board goals since not all trustees were in attendance. Mrs. Cullens requested that question #4 of their Board Self-Evaluation be prepared for the trustees to review and discuss. Since Board Self-Evaluations are required by SACSCOC (Section 4.2.g.). Copies of the evaluation instruments will be maintained in the president's office.

9.0 REPORTS

9.1 Financial Report

Mr. Elliott reported on the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget through December 2020.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$183,034.16** from November 18 through December 18, 2020. Mrs. Bateman presented a review of the Foundation annual comparison from 2016 - 2020. Mrs. Bateman gave a brief update from the 4th Annual Million Dollar Hole-in –One Shootout. She thanked Mr. Ronnie Carter with Century 21 Advanced All Service Realty for his continued support of the event as the event sponsor. Mrs. Bateman highlighted a group of individuals known as the Indiana group, who have participated in each event for the past four years and plan their vacation around the Million Dollar Hole-in-One Shootout. They continue to support the Foundation and SFSC Panther Athletics. Mr. Bryan requested that Mrs. Bateman report on the fund balance for all donations and pledges.

9.3 President's Report

Dr. Leitzel reported on the following items:

1. Announced SFSC Health Sciences working on partnership with AdventHealth Heartland Division on some new programs.
2. Trustee Appointments: Congratulated those who were re-appointed and welcomed Mr. Terry Atchley.
3. Reviewed the 2020 Meritorious Award Winners.
4. Reflected on the 2020 Commencement and thanked those trustees who were able to attend the ceremonies.
5. Highlighted ADN Graduation on January 7. Twelve students graduated, this was the first group to graduate from the evening and weekend class.
6. SACSCOC Update: Dr. Leitzel shared the new SACSCOC logo. He gave a brief overview of the SACSCOC Compliance Certification report. Dr. Valentine reported on the SACSCOC Compliance Certification report progress and next steps. He reviewed the submission process and timeline. Mrs Cullens commented how thorough the report is and was impressed when reviewing it. She thanked Dr. Valentine and team for their work.
7. Enrollment Update: Dr. Leitzel reported that credit enrollment is even for Spring term at a positive 0.75%.

8. Financial Update: Dr. Leitzel informed the Board that we are currently having conversations with our county school systems about dual enrollment fee changes. He also stated that rental rates at the Wildstein Center will change.
9. Federal Funding Update: Dr. Leitzel announced that the stimulus bill known as CARES II was approved on December 21. He stated that higher education will receive \$22.7 billion in funds. SFSC will receive \$4.3 million to benefit students and the institution. Dr. Leitzel discussed the implications for PELL and broadband.
10. Announced that the Advancing Career and Technical Education through Entrepreneurship EET grant received funding. He thanked Mr. Christensen for writing the grant.
11. Cultural Arts Season Update: Ms. Cindy Garren distributed the season brochure to the Board. She gave them an update on the modifications that had to be made with shows due to COVID-19. She stated that outside rentals for the Wildstein Center will begin February 1.
12. Highlighted Pather Athletics: Spring sports such as baseball, volleyball, and softball will start their seasons.
13. Announced the division of Health Sciences will be assisting with a Highlands County COVID Vaccine Clinic at the Lakeshore Mall.
14. Tallahassee Update: Dr. Leitzel distributed FCS Council of Presidents legislative priorities. He stated that committee meetings began in January. Dr. Leitzel gave a brief overview of how legislative committee meetings will be conducted during the pandemic.
15. Student Housing Opportunity: Dr. Leitzel gave a brief overview of a student housing opportunity between two developers that was brought to his attention. He is requesting permission from the Board to do the following:
 - Engage in conversations with developers
 - Initiate conversations with the state as SFSC will use state property

Mrs. Karlson, College Attorney suggested to move forward with contacting the state about the property. She stated then she would move forward with research on lease process and options to bring back to the Board. Mrs. Cullens requested the backgrounds on the potential developers and owners. Mr. Bryan made a motion, seconded by Mr. Backer for the college to move forward with discussions with developers. Motion failed due to lack of quorum. Mrs. Kris Rider had to leave the DBOT meeting early due to a schedule conflict. The Board members in attendance gave Dr. Leitzel permission to engage in discussions with potential developers.

16. Trustee Opportunities: Dr. Leitzel recommended new official photos and trustee gowns to the Board. He presented a mock up of the potential regalia. Board members in attendance were in agreement with Dr. Leitzel. He stated that he would contact those Board members who were unable to attend today.

9.4 Board Attorney's Report

SFSC's DBOT agreed to define a Conflict of Interest Statement consistent with Part III of Chapter 312 of the Florida Statutes that defines a conflict of interest as "a situation in which regard for a private interest tends to lead to disregard of a public duty or interest 112.312(8)." Mrs. Karlson informed the Board that SACSCOC, section 4.2.d recommends the Board defines and addresses potential conflict of interest for its members.

Mrs. Karlson stated that South Florida State College District Board of Trustees has adopted a policy regarding conflict of interest transactions. Members will sign a conflict of interest compliance form. By signing the *Conflict of Interest Compliance Certification*, each

Board member confirms that they have received a copy of District Board Policy 1.06, entitled Conflict of Interest. Further, each Board member agrees to avoid conflicts defined as situations in which regard for private interest tends to lead to disregard of a public duty or interest. The signatures on the compliance form indicate that each board member will comply with Florida Statutes to avoid any conflict of interest in their duties as a member of the District Board of Trustees of South Florida State College. Pursuant to Florida Statutes a board member must abstain from participating in or voting on any transaction where a conflict or a potential conflict may exist and must disclose the nature of the conflict in writing in accordance with Florida Statutes.

Mrs. Karlson provided the Board with a Conflict of Interest Compliance Certification to be signed by all the Trustees. Mrs. Karlson acknowledged not all Board members were present to sign the Conflict of Interest Compliance Certification form. She stated it will be brought back to the next DBOT meeting for the remaining Board members to sign.

Mrs. Karlson stated that she is always available for questions or calls. She thanked the Board for their submission of the Board Self-Evaluation and the president's evaluation.

9.5 Board Members' Reports

Mr. Backer reported that he attended both the Foundation Jubilee and Christmas Luncheon this year and stated both events were well attended by the community. He congratulated Mr. Atchley on his appointment and welcomed him to the DBOT.

Mr. Bryan congratulated Dr. Leitzel on his extension of his contract. He congratulated Mr. Atchley on his appointment to the board.

9.6 Board Chair Report

Mrs. Cullens congratulated Dr. Leitzel on his contract extension and she thanked everyone for attending today's board meeting.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:35 p.m.