

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MARCH 24, 2021**

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. Estrella Bautista
	Mr. Tom Bohan	Mr. Gil Carney	Mr. Erik Christensen
	Mr. Peter Elliott	Dr. Robert Flores	Ms. Cindy Garren
	Mr. Rob Hampton	Dr. James Hawker	Dr. Michele Heston
	Mr. Don Kesterson	Mrs. Melissa Kuehnle	Ms. Deborah Latter
	Mr. Keith Loweke	Ms. Tasha Morales	Ms. Anatasia Saunders
	Mrs. Jill Sconyers	Ms. Sarah Sconyers	Mr. John Snow
	Ms. Yarenys Soto	Mr. Jonathan Stern	Dr. Sidney Valentine
	Dr. Chris van der Kaay	Mrs. June Weyrauch	

Absent: Ms. Melissa Lee Dr. Tim Wise

Others Present: Mr. Terry Atchley Mr. Robert Cox Mrs. Barbara Kirschner
Mr. Marty Wohl

The regular meeting of the District Board of Trustees was called to order at 1:04 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

Mr. Backer made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting held March 24, 2021 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 regular meeting held January 20, 2021 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. Dr. Leitzel stated that after review of the DeSoto campus and speaking with the campus director, the facility is not able to host the DBOT meeting in May due to technology issues and not being able to maintain social distancing for attendees. Mr. Backer recommended moving the three DBOT meetings that were scheduled to be at the other campus sites back to the Highlands campus to be fiscally responsible and to maintain safety precautions. He suggested inviting the campus directors to attend the DBOT meetings and give a report on what is going on at their campus. Mr. Bryan stated that he is in favor of this recommendation.

Mr. Backer made a motion, seconded by Mrs. Cullens to move the May, June, and July 2021 DBOT meetings back to the Highlands Campus. 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.**

Mrs. Cullens encouraged all the trustees to support and visit the other campus sites. She reported that the ACCT Leadership Congress will be held in San Diego, October 13-16. She informed the Board that the conference could be a hybrid for those who are not comfortable with traveling. Mrs. Cullens stated she will report more information as it is released.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Estrella Bautista	Custodian	Sarah Sconyers	11/9/20
Yarens Soto	Staff Assistant II, Health Sciences	Michele Heston	11/2/20

2.2 Employee Retirement Recognition

Employee	Position	Dates of Service
Diane Lewis	Financial Aid Advisor	07/17/00 – 02/28/21

Mrs. Cullens made a motion, seconded by Mr. Backer, to recognize the retirement of Diane Lewis for her 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.**

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Student Housing

Dr. Leitzel stated two potential developers were interested in submitting unsolicited proposals for potential dormitory development pursuant to Florida Statute 255.065. Both potential developers made presentations and answered questions/concerns from the Board.

The Board reviewed and discussed the public benefit new student housing would provide in light of the poor condition of the Jacaranda. Mrs. Pam Karlson, Board Attorney reported on some research that she conducted with Mr. Peter Elliott regarding the use of a long-term ground lease and personal service agreement for these types of projects and indicated Florida Statutes allow for unsolicited proposals for these types of projects. Mr. Bryan requested a timeline of the process and procedure by the April 21 DBOT meeting and suggested that the Board have a possible workshop in April, if necessary. Mr. Wright requested/recommended Dr. Leitzel and Mrs. Karlson move forward with developing structured procedures and draft contracts by the April 21 DBOT meeting.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of full-time professional staff; full-time career service staff; resignations; retirements; reappointment, vice presidents, 2021-22; adjunct faculty, 2020-21, academic year as needed as presented.

(EXHIBIT "A")

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 January and February 2021.

(EXHIBIT "B")

5.2.2 Property Deletion

Dr. Leitzel requested the Board consider removing tag #11000 Power Trowl from the property deletion list. He stated that the power trowl can be used at the Crews Center by construction students.

(EXHIBIT "C")

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the retraction of tag #11000 Power Trowl from the property deletion listing 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.**

Mr. Bryan made a motion, seconded by Mrs. Cullens, to approve the Consent Agenda, Items 5.1 through 5.2.2, with the retraction in Item 5.2.2 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 "D")

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.**

7.2 2021-2022 Proposed College Calendar

Dr. Valentine presented the proposed 2021-2022 College Calendar. He informed the Board the proposed calendar has been reviewed by departments directly involved in providing student services, the Faculty Council, and the President’s Council. Dr. Valentine stated the calendar has been coordinated to coincide as closely as possible with local school districts and meets the State required dates for beginning terms.

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

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to approve the 2021-2022 College Calendar 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 District Board of Trustees Annual Self-Evaluation Review: Setting 2021 Board Goals

Dr. Leitzel stated this item was moved to the March meeting to obtain additional input from the full board in setting 2021 board goals. The Board priority summarization from their self-evaluations were distributed for their review. The Board discussed the priority summarization for the coming year. The Board elected to use their goal summary as follows:

**SFSC DBOT
2021 Goals/Priorities**

- Support the SACSCOC Reaffirmation Process
- Support the mission and vision of SFSC as it impacts the development and implementation of the QEP
- Review and update Board policies as required
- Seek funding alternatives in support of existing and new CTE programs which benefit the tri-county region
- Display advocacy for the college in formal and informal public interactions with other individuals or groups

Mrs. Cullens made a motion, seconded by Mr. Bryan, to approve the 2021 District Board of Trustees Priorities/Goals for 2021. 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. Elliott reported on the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget through February 2021.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$26,254.89** from January 1 through February 28, 2021. Mrs. Bateman presented per the request of Mr. Bryan the Foundation consolidated balance sheet showing each of the scholarships and funds in the Foundation with a breakdown of the totals between spendable and restricted.

Mrs. Bateman gave a brief update on the Clinical Immersion Center that was submitted as a legislative initiative request. Mrs. Bateman announced the newly elected Foundation Board Officers as follows:

- President – Tres Stephenson
- Vice President – Robin Weeks
- Secretary – Bill Jarrett
- Treasurer – Don Elwell
- Member at Large – Cheryl Brown
- Past President – Patty Manderville

She gave a brief overview of the Legacy Showcase to be held on May 1. Mrs. Bateman stated that the invitations will be sent out soon and sponsorship opportunities are now available. Mrs. Bateman reported that recent discussions with the Foundation Board guided the Foundation to take a closer look into the profit & loss of the Hotel Jacaranda, specifically the hotel and restaurant side. She gave the Board a brief overview of the profit & loss report of the Hotel Jacaranda. Mrs. Bateman reported that the Foundation received an unsolicited call from a broker who indicated interest in the Hotel Jacaranda. The Foundation Board recommended Mrs. Bateman to engage in conversations with the broker. Mrs. Bateman reported that she and Dr. Leitzel will meet with the interested group and give them a tour of the Hotel Jacaranda. She stated with this recent development, the Foundation board has decided to hold off on doing any major repairs to the Hotel Jacaranda until after the meeting with the interested group.

9.3 President's Report

Dr. Leitzel reported on the following items:

1. Announced that SFSC Health Science students and faculty have been volunteering at the COVID Vaccine centers. Dr. Leitzel shared that Dr. Heston along with SFSC faculty and students were able to meet Governor DeSantis while he was in Sebring visiting the vaccine center. Dr. Leitzel thanked Dr. Heston for her work along with our faculty and students.
2. SACSCOC Update: Dr. Leitzel informed the Board that the Compliance Certification Report was submitted on February 19. He stated the Off-Site evaluation committee will be reviewing the report virtually. He reminded the Board that the On-Site evaluation committee will be here October 4-7. Dr. Leitzel reported on the SFSC area degree attainment rates. Dr. Leitzel gave a brief overview of the Reaffirmation Process and the next step. Dr. Leitzel asked Dr. Valentine to report on the Quality Enhancement Plan (QEP). Dr. Valentine shared the QEP video with the Board. He stated the Panther PATHways is a structured sequence, beginning in K-12, aimed at ensuring that students in the Heartland Region (DeSoto, Hardee, and Highlands Counties) successfully attain an academic credential. Additionally, these graduates will become successful in their chosen career field or continue their academic journey.

Dr. Valentine explained the acronym PATH stands for the following:

- P – Preparing Students for the PATH
- A – Advising Students on the PATH
- T – Teaching for Success along the PATH
- H – Helping Students Successfully Complete the PATH

Dr. Valentine gave an overview of how SFSC is preparing to assist students to successfully complete the PATH with the following:

- Guide to Personal Success (GPS) (focused more on each pathway)
 - First Year Experience to focus on a chosen cohort pathway
- Dual Enrollment
- College For a Day
- Minority Male Initiative
- Counselor Workshops (K-12)
- STEM Camps
- STEM Day
- Identify interests and abilities early
 - Using pre-existing assessment tools
- Assist students in investigating viable career opportunities
 - Prior to beginning on their path
- Advising (end goal: advisors will serve as navigators/success coaches, using a holistic advising approach)
- Teaching (end goal: inescapable student engagement)
- Helping

Dr. Valentine informed the Board that as a part of the QEP, SFSC plans to continue regular graduate surveys, expand the depth of advisory meetings, ask employers to give on campus presentations and business/industry site tours to potential and current students in a given path, require students to participate in mock interviews with employers, as well as through CareerSource Heartland, and require a 3-hour 5G (employability skills) camp. He also stated SFSC will track the following:

- Transfer statistics
- Salary range of graduates in a given field
- Are the students working in the field following graduation

Dr. Leitzel thanked Dr. Valentine for his presentation and his work along with his team on the QEP.

3. Enrollment Update: Dr. Leitzel reported that credit enrollment is up for Spring term at a positive +1%. He stated that adult studies enrollment is improving. Dr. Leitzel also reported that dual enrollment FTE is improving. Dr. Leitzel reported that SFSC is the third highest percentage (52%) of in-person classes this spring in the Florida College System.
4. COVID Financial Impact Update: Dr. Leitzel reported Higher Education experienced a collective loss of \$183 billion in FY20. He gave a brief overview of how institutions are managing funding reductions.
5. CARES Act Funding Update: Dr. Leitzel reported on the three iterations of funding to Higher Education.
6. Highlighted the virtual Minority Male Initiative held on February 26.
7. Undergraduate Research: Dr. Leitzel asked Dr. Hawker to give a brief report to the Board. Dr. Hawker reported on students success stories and stated that nine SFSC student and mentors participated in the virtual Florida Undergraduate Research (FURC) Conference on February 26-27.
8. Highlighted Governor DeSantis Press Releases: Dr. Leitzel reported that on February 16 Governor DeSantis and Education Commissioner Richard Corcoran announced that SFSC received a Florida Pathways to Career Opportunities Grant.

He stated this is a second round of funding for SFSC providing an Advanced Patient Care Technician Apprenticeship Program. Dr. Leitzel gave a brief overview of the opportunities for nursing and Health Sciences programs. Dr. Leitzel shared the press release from the Governor's office on March 22, stating Governor DeSantis announced a proposed \$75 million to invest in two new Get There Faster initiatives.

9. Announced SFSC was awarded the 2020-2021 Military Friendly Schools.
10. Announced that he and Mrs. Cullens attended the ACCT 2021 Virtual National Legislative Summit, February 8-10. He distributed the ACCT "green sheet" of priorities to the Board. Dr. Leitzel gave an overview of the legislative priorities.
11. Tallahassee Update: Dr. Leitzel announced the Governor's budget was released January 27. He distributed the Council of Presidents legislative priorities to the Board. Dr. Letizel asked Mr. Elliott to report on key bills. Mr. Elliott gave a brief overview of the following key bills the FCS is watching:
 - House Bill 1505: Workforce Programs and Services
 - House Bill 1507: Workforce Related Programs and Services
 - House Bill 281: Post Secondary Education Financial Matters – Dual Enrollment
 - Senate Bill 86: Student Financial Aid
12. Upcoming "Save the Dates": AFC Trustees Legislative Conference, April 13-14; April 21 DBOT Meeting with meeting the athletes and coaches; and Spring Commencement, May 11.

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. 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 was able to obtain all the Trustees signatures for the Conflict of Interest Compliance Certification form.

Mrs. Karlson reported on a pending class action lawsuit against Miami Dade College. She gave a brief overview of the the case and how this could effect the FDOE and sovereign immunity. They are asking other institutions to support their appeal as amici curiae. Mrs. Karlson stated that she supports the request. The Board discussed the case. **Mrs.**

Puckorius made a motion, second by Mrs. Rider to direct President Leitzel to sign the Florida Department of Education Amici Curiae Brief in support of Defendant-Appellant in Case No 2020-17924-CA-01. 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.**

9.5 Board Members' Reports

Mrs. Puckorius asked for clarification on Senate Bill 0220 pertaining to the Presidential Search. Dr. Leitzel stated that it is designed to protect the search as it is public record right now. This would allow it to be private until the final group of finalists is announced.

Mr. Bryan wished everyone a Happy Easter. He stated that it is good to have a full board again.

Mrs. Rider stated that she likes the QEP that Dr. Valentine presented earlier in the meeting. She is in support of providing guidance and pathways to our students.

Mr. Backer reported that he along with Dr. Leitzel, Dr. Valentine and Mrs. Asena Mott met with Dr. Bobby Bennett, Superintendent of DeSoto County. He shared that Dr. Bennett is very supportive of the partnership with the college.

Mr. Atchley stated that it is an honor and pleasure to be sitting on the DBOT for SFSC. He gave a brief update on where he is in the trustee Senate confirmation process.

Mrs. Cullens stated no report.

Dr. Kirschner had to leave the DBOT meeting due to a schedule conflict.

9.6 Board Chair Report

Mr. Wright reported that he had a chance to review the SACSCOC Compliance Certification report. He thanked Dr. Valentine and his team for all their hard work putting together the report.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 4:29 p.m.