

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
APRIL 21, 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	Mr. Allen Black
Mrs. Christianna Bobo	Mr. Gil Carney	Mr. Erik Christensen
Ms. Kim Crawford	Mr. Peter Elliott	Mr. Carlos Falla
Dr. Robert Flores	Ms. Cindy Garren	Dr. James Hawker
Mr. Chuck Hemler	Dr. Michele Heston	Mr. Rick Hitt
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mr. Cristian Luevano
Dr. John McLaughlin	Ms. Tasha Morales	Mr. Andy Polk
Ms. Anastasia Saunders	Mr. John Snow	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 Mrs. Barbara Kirschner

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**

**Mrs. Cullens made a motion, seconded by Mrs. Rider, to adopt the agenda of the regular meeting held April 21, 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**

**Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the minutes 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.**

**1.3 Review of Master Calendar**

The Master Calendar was reviewed. Dr. Leitzel recommended to the Board after discussing it with Mr. Peter Elliott that the May 26 Budget Workshop time be moved from 10:00 a.m. to 11:00 a.m. The Board all agreed to the time change for the budget workshop. Mrs. Bennett will reflect this change on the calendar.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introduction**

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Joseph "Allen" Black	End User Support	Chuck Hemler	01/04/21
Cristian Luevano	HSI-STEM Coach (Highlands Virtual)	Tasha Morales	01/04/21
John McLaughlin	Director, Criminal Justice	Erik Christensen	01/11/21

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

**4.1 Student Athletes**

Dr. Leitzel introduced Coach Rick Hitt, Athletic Director. Coach Hitt gave a brief overview of how SFSC has continued to provide athletics through the pandemic. He acknowledged and thanked the coaches for their hard work and efforts this season. He also thanked the Board, SFSC administration, and staff for their support this season. Coach Hitt introduced the athletic coaches and they brought forward members of the Panther baseball, cross country, volleyball, and softball teams.

**4.2 Annual Equity Update Report**

Dr. Leitzel introduced both Dr. van der Kaay and Mr. Kesterson to present the Equity Update report to the the Board. Mr. Kesterson reported on the employment portion of the report which included strategies and challenges. Dr. van der Kaay reported on the student data portion of the equity report. He gave a brief overview of student enrollment and completion data.

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

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

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

**5.2 Grant Awards**

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

Corporation for National Community Services

\$ 52,034

**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 the months of March 2021.

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

**5.3.2 Property Deletion**

Approved the deletion of College property from inventory records.

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

**5.3.3 Bad Debt Listing**

Approved the write off of uncollectible debt in the amount of \$ 19,522.30 as listed.

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

**Mr. Bryan made a motion, seconded by Mrs. Puckorius, 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 Proposal**

Dr. Valentine requested the approval to offer a new elective humanities course. He stated the course will give students an opportunity to learn valuable skills in literary criticism and increase course offerings for the English major.

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

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the curriculum proposal 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 Acceptance of the 2020-2021 Annual Equity Report**

Dr. Leitzel recommended that the 2020-2021 Annual Equity Update Report be approved for submittal as presented.

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

**Mrs. Cullens made a motion, seconded by Mrs. Rider, to accept SFSC's 2020-2021 Annual Equity Report and to authorize its submission to the Florida Department of Education.** 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.

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

**9.2 Foundation Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$112,483.23** from March 1 through March 31, 2021. Mrs. Bateman announced that the Foundation and Financial Aid went live with AwardSpring on March 29. She reported that she has received very good feedback from Financial Aid on the application process for students applying for scholarships. Mrs. Bateman stated the next step with AwardSpring is to assign users to the account so, others like our donors and committee members can assist with viewing scholarships and managing the outcomes of them. Mrs. Bateman gave an update report on the brokerage firm that toured the Hotel Jacaranda. She stated that the visit gave the Foundation Board the opportunity to consider the future of the Jacaranda and the short-term goals regarding maintenance. Mrs. Bateman thanked Mr. Joe Wright for attending the Foundation Executive Committee meeting. She stated that Mr. Wright shared with the Foundation Executive Committee that the Board is aware of the financial constraints facing the Jacaranda and he updated the committee on additional information/timeline from Mrs. Pam Karlson, Board Attorney regarding the construction of a residence facility on campus. Mrs. Bateman stated the Foundation will add the reinstatement of the plumbing project to the May 18 agenda for consideration by the Foundation Board and the recommendation from the Executive Committee to consider the next steps the Foundation Board should consider regarding the residence facility. Mrs. Bateman reminded the Board the Legacy Showcase event is on Saturday, May 1.

**9.3 Resource Development**

**I. Grants Development Report**

Dr. van der Kaay reported on the Grants Development Report dated 4/21/21. Mrs. Bennett distributed a grants matrix to the Board. Dr. van der Kaay gave a brief description of the grants.

**II. Submitted Proposals**

- A. Healthy Smiles for Highlands County**  
Highlands County Hospital District \$ 11,500
- B. CTE CoLab Community of Practice Grant**  
Educational Credit Management Corporation \$ 30,000

**9.4 Board Attorney's Report**

Mrs. Karlson gave a brief overview of Florida Statute 255.065 to the Board. Mrs. Karlson continued with her presentation by discussing the following topics with the Board:

- F.S. 255.065
- Key Definitions: Qualifying Project; Proposal; and Responsible Public Entity
- Legislative Intent
- Procurement Procedures

- Project Approval Requirements
- Project Qualification & Process
- Comprehensive Agreement
- Fees
- Financing
- Powers & Duties of Private Entity
- Public Records/Public Meeting Exemptions

The Board received copies of the F.S. 255.065, a construction time frame, ranking sheet, and a draft ground lease for their review. Mrs. Karlson opened the floor for questions from the Board. Mrs. Puckorius asked for clarification on the construction time frame pertaining to "begin negotiations". Mrs. Karlson stated that it is just a bullet point on the time frame document to highlight the next step in the process. Mr. Atchley commented that the construction time frame was established with the end goal in mind. Mr. Wright questioned that if the Board is not happy with any proposals that are submitted, does the Board have to move forward with the project. Mrs. Karlson stated that the Board does not have to take action, if they are not happy with the proposals submitted. Mr. Bryan questioned what will the DSO's participation be in the decision on the proposals and for clarification on their role. Mrs. Karlson stated that the DSO will absolutely have to be involved and be on the selection committee and ranking committee. She stated that the DSO is the Responsible Public Entity (RPE) that she covered in her presentation. Mr. Wright commented that he attended the Executive Board meeting on April 13. He addressed Mrs. Bateman that he would like to attend the Foundation Board meetings during this process. Mr. Atchley stated that the Board action will impact the Foundation. He praised Mrs. Karlson and Dr. Leitzel for the research/presentation that was presented in such a short amount of time from the March 24 DBOT meeting. Mr. Wright questioned at what point does the Board need to get the Foundation Board involved. Mr. Atchley stated that the Board will have to get the DSO involved soon as they are the RPE. He added that the ranking sheet as of right now is the most important in the process. Mrs. Cullens asked Mrs. Bateman when the next Foundation Board meeting was to be held. Mrs. Bateman stated the next Foundation Board meeting is May 18. Mrs. Karlson informed the Board that they need board approval to move forward with contacting the Foundation Board to continue with the process.

**Mr. Bryan made a motion, seconded by Mr. Backer, upon the approval of the Foundation Board to approve proceeding under Florida Statute 255.065, to properly notice the receipt of unsolicited proposals, direct the ranking of all proposals received in accordance with the ranking criteria presented, and commence negotiations with the top ranked proposal. Mr. Bryan amended the original motion to add Dr. Leitzel and administration to direct the ranking of all proposals received in accordance with the ranking criteria presented. Mr. Backer seconded the amended motion.** Those voting in favor of the amended motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright.  
**Motion carried by unanimous vote.**

Mr. Atchley suggested percentages priorities on the ranking criteria sheet that was distributed to the Board. Mr. Bryan questioned if the suggested percentage priorities were in line with similar projects. Mrs. Karlson stated that reviewing other ranking sheets, Mr. Atchley's suggested percentages are on target with industry standards. Mr. Elliott agreed that the suggested percentages are right on target with what others have done with similar projects. Mrs. Cullens recommended that Mr. Atchley act as the Foundation Board representative and participate on the Ranking Committee for this process. The Board agreed with Mrs. Cullens suggestion and Mr. Atchley accepted.

**Mr. Bryan made a motion, seconded by Mrs. Rider, to approve the ranking criteria outlined and recommended by Mr. Atchley: Experience/Qualifications of Firm, 20%; Experience of Project Personnel, 20%; Litigation and Disputes, 10%; References, 5%; Location of Business Operations, 5%; Work Plan, 10%; Project Scheduling/Project Completion Time, 10%; Innovative Design Techniques or Cost-Reduction Terms, 10%; and, Finance Plans, 10%.** 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.**

Dr. Leitzel acknowledged everyone that has worked on the research to present to the Board today and thanked them for their contributions. He especially thanked Mrs. Karlson for her hard work and presentation to the Board.

### **9.5 President's Report**

Dr. Leitzel reported on the following items:

1. SACSCOC Update: Dr. Leitzel highlighted the Board Goal/Priorities that were approved in the March 24 minutes. Mrs. Bennett distributed a listing to the Board.
2. Panther Athletics: Dr. Leitzel reported that the Lady Panthers volleyball team ranked 2<sup>nd</sup> at the All-Tournament team for the State Volleyball Championship, April 1-3.
3. Highlighted the Experimental Biology Conference held on April 27-30.
4. Undergraduate Research: Dr. Leitzel announced the First Annual Undergraduate Research Showcase will be held virtually tomorrow, April 22 from 4-5:30pm. Mrs. Bennett will email the link to the showcase following the board meeting.
5. Announced the Florida College System All Academic Team for SFSC.
6. Naming Opportunities Update: Dr. Leitzel informed the Board that Dr. Deborah Fuschetti signed the agreement for Fuschetti Park on March 23. He announced that we will celebrate Dr. Fuschetti at Convocation on August 16.
7. Shared that Mr. Glenn Little was honored at the baseball game on April 16 and threw out the ceremonial opening pitch.
8. Spring Commencement Update: Dr. Leitzel reminded the Board that Commencement will be held Tuesday, May 11 and we will hold three ceremonies. He gave a brief overview and special instructions to the Board. Mrs. Bennett will send an invitation with the instructions to the Board prior to Commencement per Mr. Wright's request.
9. Trustee Portraits: Dr. Leitzel shared with the Board the trustee head shots that were recently taken. He stated that if anyone would like a copy of the head shots to please let Mrs. Bennett know and the President's office will get a copy to those who request one.
10. Trustees Legislative Conference: Dr. Leitzel participated in the virtual AFC Trustees Legislative Conference on April 13-14 along with Mrs. Cullens, Mr. Atchley, and Mr. Wright. He stated that Mrs. Cullens gave a first class presentation. Dr. Leitzel thanked those who were able to attend.
11. Tallahassee Update: Dr. Leitzel gave a brief overview of the pending legislation. He stated that the budgets are about even with last year and the 6% holdback is added to next year's base. He stated the spending of the \$10 billion in federal stimulus money awarded to the state has yet to be resolved.
12. Upcoming Dates: Dr. Leitzel announced that Energy Saving Friday's begins May 14. He also reminded the Board as discussed in Item 1.3 the Budget Workshop on May 26 time has been changed to 11 a.m.
13. Special Announcement: Dr. Leitzel announced that Dr. Belle Wheelan, President/CEO SACSCOC will be a guest at this year's Convocation on August 16.

### **9.6 Board Members' Reports**

Mrs. Puckorius stated no report.

Mr. Bryan thanked Mrs. Karlson, Dr. Leitzel, and Mr. Atchley for all their work and he is in support of the proposal process that was presented today by Mrs. Karlson. Mr. Bryan questioned when the Board would be able to hold DBOT meetings in the boardroom in Building F on the Highlands Campus. Dr. Leitzel stated that the college is following CDC protocols/guidelines. Dr. Leitzel stated that he yields that decision to Board Chair, Mr. Wright.

Mrs. Rider stated no report.

Mr. Backer thanked everyone for their presentations. He stated they were very informative. Mr. Backer reported that he along with the DeSoto County Fire Chief had a meeting on the Highlands Campus with Dr. Valentine and team about bringing an EMS program to the DeSoto Campus. He stated that the meeting went very well.

Dr. Kirschner thanked Mrs. Karlson for her work and presentation. He stated that he is very glad that Mrs. Karlson serves as the board attorney. Dr. Kirschner requested that the Board be updated monthly on students, faculty, and staff who have been effected by COVID-19. He would like a report on the number of people who have contracted COVID-19 in our service area.

Mr. Atchley thanked Mr. Bryan for his questions pertaining to the residence hall project. He stated that it is an honor to sit on DBOT for SFSC. Mr. Atchley thanked Mrs. Karlson and appreciates all of her work that she presented. He stated he looks forward to working with Mrs. Karlson. Mr. Atchley reported that he was able to participate in the virtual AFC Trustees Legislative Conference and it was very informative. He thanked Dr. Leitzel and Mrs. Cullens for their contributions during the conference.

Mrs. Cullens stated she was very impressed and grateful for the work that Mrs. Karlson and Dr. Leitzel completed for the meeting today.

Mrs. Karlson added that she appreciated the time and effort put forth for the tour that was given to her son and another future SFSC student. She stated that SFSC administration was very welcoming and both children are excited about attending college at SFSC.

### **9.7 Board Chair Report**

Mr. Wright thanked Mrs. Karlson for her research, guidance, and work on today's presentation. He stated that the Board is very fortunate to have her serve as board attorney. Mr. Wright informed the Board that he has had many discussions with Dr. Leitzel about moving the meetings from the Wildstein Center back to the boardroom. He stated for now we will continue to have DBOT meetings in the Wildstein Center and reassess at a later time.

## **10.0 ADJOURNMENT**

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