

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 23, 2021**

Members Present: Mr. Joe Wright, Chair
Mrs. Tami Cullens, Vice Chair
Mr. Terry Atchley
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. Erik Christensen
Mr. Peter Elliott	Dr. Robert Flores	Ms. Cindy Garren
Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Ms. Melissa Lee	Mr. Keith Loweke
Ms. Tasha Morales	Mr. Randy Paeplow	Mr. Jonathan Stern
Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch

Excused: Dr. Tim Wise

Others Present: Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:02 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. Atchley made a motion, seconded by Mr. Bryan, to adopt the agenda of the regular meeting held June 23, 2021 as presented. Those voting in favor of the motion were Mr. Atchley, 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 Budget Workshop Minutes

Mrs. Rider made a motion, seconded by Mr. Atchley, to approve the minutes of the budget workshop held April 21, 2021 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held May 26, 2021 as presented. Those voting in favor of the motion were Mr. Atchley, 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 recommendations were made.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

None

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Lake Placid Center Update

Dr. Leitzel introduced Mr. Randy Paepflow, Lake Placid Center Director. He stated since we were unable to travel to the Lake Placid Center for the June DBOT meeting, Mr. Paepflow will give a brief update. Mr. Paepflow reported an update on the happenings at the Lake Placid Center. He highlighted and gave a brief background on the Kaleidoscope Program between the Lake Placid Center and the Lake Placid High School.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

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

5.2 Agreements and Contracts

5.2.1 Approved the renewal of the agreement between The School Board of Highlands County and South Florida State College as presented.

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

5.2.2 Approved the renewal of the agreement between School Board of Hardee County and South Florida State College as presented.

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

5.2.3 Approved the renewal of the agreement between School Board of DeSoto County and South Florida State College as presented.

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

5.2.4 Approved the renewal of the agreement between Polk County School Board and South Florida State College as presented.

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

5.2.5 Approved the MOU agreement between CareerSource Heartland and South Florida State College as presented.

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

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 month of May 2021.

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

Mr. Atchley made a motion, seconded by Mr. Bryan, to approve the Consent Agenda, Items 5.1 through 5.3.1 as presented. Those voting in favor of the motion were Mr. Atchley, 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 introduced the curriculum proposal containing course revisions.

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

Mrs. Cullens made a motion, seconded by Mrs. Rider, to approve the curriculum proposal as presented. Those voting in favor of the motion were Mr. Atchley, 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 Capital Improvement Program (CIP)

Mr. Elliott presented a request to approve the Capital Improvement Program Plans for 2022-23 through 2026-27 and submission to the Division of Florida Colleges. He gave a brief description of the CIP assessment and the needs of the college.

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

Mr. Atchley made a motion, seconded by Mrs. Cullens, to approve the Capital Improvement Program Plans for 2022-23 through 2026-27 and submission to the Division of Florida Colleges as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.2 Recertification of Direct Support Organization (DSO)

Mrs. Bateman presented a request to accept the 2020 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization in support of the college's vision and mission, utilizing support from the college as presented for the 2021-22 fiscal year.

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

Mrs. Cullens made a motion, seconded by Mr. Backer, to accept the 2020 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the College as a direct support organization for the 2021-2022 Fiscal Year as presented. Those voting in favor of the motion were Mr. Atchley, 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 May 2021.

Mr. Elliott announced that Ms. Melissa Lee will be leaving SFSC. She will start a new job in Albany, GA. Mr. Elliott and the DBOT wished Ms. Lee good luck on her new position.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$15,210.27** from May 1 through May 31, 2021. Mrs. Bateman thanked the DBOT on the behalf of the SFSC Foundation for the reauthorization as the college’s direct support organization during the 2021-2022 fiscal year. Mrs. Bateman reported following the last Foundation board meeting, the website has been updated with criteria needed regarding any proposal interests for the student resident facility. She stated that the Foundation has received a few inquiries and all Q&A have been posted on the website. Mrs. Bateman informed the Board the deadline for proposal submissions will be June 30 with a Ranking Committee Meeting scheduled on July 13 and final approval from the Foundation board on July 20. Mrs. Bateman gave an update on the recognition on the Hardee campus in the Lineworker Program in memory of Mr. Jerry Miller.

Mrs. Puckorius questioned what the deadline date was for the student resident facility. Mrs. Bateman informed her that it was June 30.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated 6/23/21.

Mrs. Bennett distributed a grants matrix to the Board. Dr. van der Kaay gave a brief description of the grants.

II. Submitted

A. General Support Grant

Florida Division of Cultural Affairs (FDCA) \$ 90,000

9.4 President’s Report

Dr. Leitzel reported on the following items:

1. Celebrating Our Trustees: Shared the formal trustee group picture.
2. COVID-19 Update: Announced that the State of Florida ended daily COVID-19 reporting on June 3. Dr. Leitzel indicated that SFSC had no new COVID-19 cases since the last meeting.
3. Enrollment Update: Dr. Leitzel reported that SFSC summer enrollment is up and fall is projected up. He gave a brief overview of pandemic enrollment trends in higher ed. He presented a SFSC Health Sciences Fall Applicant Six-Year Comparison to the Board.
4. Highlighted: Dr. Leitzel presented The Florida Scorecard education statistics from the Florida Chamber.
5. College Graduations: Corrections, May 27 and Basic Law Enforcement, June 9.
6. Tallahassee Update: Dr. Leitzel reported Governor DeSantis signed the budget on June 2.

7. Announced that Representative Kaylee Tuck will be attending the July 14 DBOT meeting
8. Reminded the Board that the DBOT Annual Meeting will be held Wednesday, July 14.

9.5 Board Attorney's Report

Mrs. Karlson reminded the DBOT of the Trustee Reorganization lineage for the July 14 Annual Organizational DBOT meeting. She stated that the DBOT should think about a special Foundation Liaison position to represent the DBOT for the Student Resident facility. Mrs. Karlson read SFSC Policy 2.02 to the Board. Mrs. Cullens asked the Board to take into consideration whomever is nominated for the vice chair position will be chair during the presidential search.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Dr. Kirschner stated no report.

Mr. Atchley reported that he was able to have a tour of the Highlands campus. He stated that he was very impressed with the facilities. He also stated that he appreciated Dr. Leitzel and Mrs. Bateman and having the opportunity to visit the campus.

Mr. Bryan commended Dr. Leitzel and staff for their continued hard work on enrollment. He congratulated everyone.

Mrs. Rider also commended Dr. Leitzel and staff and stated to maintain the focus on enrollment.

Mrs. Cullens added to Mr. Bryan's comment about the amazing work SFSC has done with enrollment momentum and their continued work. She thanked everyone for their efforts and wished all those in attendance a Happy 4th of July.

Dr. Leitzel thanked the Board for recognizing the staff's work on enrollment.

9.7 Board Chair Report

Mr. Wright stated that SFSC has had three outstanding presidents and that raises the bar for the trustees to select a new president when the presidential search begins. Mr. Wright reminded the Board about the 2020 Form 1 Statement of Financial Interest that must be filed with the Supervisor of Elections for each county by July 1.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 1:55 p.m.