

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 26, 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. Tasha Morales | Mrs. Asena Mott |
| | Dr. Sidney Valentine | Dr. Chris van der Kaay | Mrs. June Weyrauch |

Excused: Ms. Melissa Lee Dr. Tim Wise

Others Present: Mrs. Barbara Kirschner Mr. Marc Valero,
Highlands News-Sun

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 Board Chair, Mr. Joe Wright.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Atchley made a motion, seconded by Mrs. Rider, to adopt the agenda 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.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting 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.**

1.3 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 DeSoto Campus Update

Dr. Leitzel introduced Mrs. Asena Mott, DeSoto Campus Director. He stated since we were unable to travel to the DeSoto Campus for the May DBOT meeting, Mrs. Mott will give a brief update. Mrs. Mott presented an update on the happenings at the DeSoto Campus. She highlighted the facility, student accomendations, and staff. She informed the Board of the successful food bank program called the Lunchbox and their partnership with All Fairths Food Bank. Mr. Atchley complimented Mrs. Mott on the success of the food bank for the students.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

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

5.2 Agreements and Contracts

5.2.1 Approved the renewal of lease agreement between the SFSC Foundation, Inc. and South Florida State College for the Hotel Jacaranda as presented.

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

5.2.2 Approved the renewal of lease agreement between Tri-County Human Services, Inc. and South Florida State College for the Florida Center of Addictions and Dual Disorders as presented.

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

5.2.3 Approved the contracting for continued legal services with Allen, Norton & Blue, P.A. and Karlson Law Group, P.A., for the 2021-2022 fiscal year under the terms and rates presented.

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

5.2.4 Approved the new affiliation agreement between Integrated Regional Laboratories and South Florida State College as presented.

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

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 April 2021.

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

5.3.2 Donation of Drone Parts

Approved the donation of miscellaneous drone parts to benefit the electronics and mechatronics programs.

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

Mrs. Cullens made a motion, seconded by Mr. Bryan, to approve the Consent Agenda, Items 5.1 through 5.3.2 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.**

Dr. Leitzel stated that it is an honor to work with Mrs. Pam Karlson. He stated that she is generous with her time with the college and responsive when asked questions or working on a project. He thanked her for her continued good work as the Board attorney.

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 additions, deletions, and revisions.

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

Mr. Atchley made a motion, seconded by Mrs. Cullens, 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 Annual Facilities Inspection Summary Report

Mr. Elliott presented a request to accept the SFSC Fire Safety, Sanitation, and Casualty Inspection reports for the 2020-2021 year as presented. Mr. Elliott gave a brief description of the Annual Comprehensive Safety Inspection Report to the the Board.

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

Mr. Atchley made a motion, seconded by Mr. Backer, to accept the fire safety, sanitation, and casualty inspection report for 2020-2021 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.**

8.2 SFSC 2021-2022 Budget Proposal

Mr. Elliott presented a request to approve the Operating Budget for 2021-2022, including the student fee rates and salary schedule, as well as the 2021-2022 Capital Outlay Budget.

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

Mrs. Cullens made a motion, seconded by Mr. Atchley, to approve the College's 2021-22 Operating Budget, including the College's student fee rates and salary schedule, and the 2021-22 Capital Outlay Budget as presented. The Operating Budget includes an across-the-board raise for all eligible full-and part-time employees of at least 3% sufficient to implement to provisions of Amendment 2 (minimum wage increase), effective July 1, 2021 and to include the president in the 3% across-the-board raise. 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

Following an extensive presentation from the budget workshop, Mr. Elliott reported on the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget through April 2021.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$86,339.02** from April 1 through April 30, 2021. Mrs. Bateman announced that Mr. Bill and Lisa Jarrett were awarded the 2021 Legacy Society award in recognition for all the support they have given to the college, Foundation, and the community. Mrs. Bateman announced the Foundation received a donation of \$60,000 from the Sarasota Community Foundation for the Edward K. Roberts scholarship. The Sarasota Community Foundation is taking a two-generation approach to helping families break the cycle of poverty. Mrs. Bateman reported the partnership of the Helios Education Foundation and the Florida College System initiative is the Fast Track Enrollment aiming for 2020-2021 high school graduates, who have not enrolled in college. They can apply to receive a scholarship to help with tuition, books, and other college related fees. Mrs. Bateman stated the Helios Education Foundation provided SFSC Foundation with \$6,030 donation and the SFSC Foundation matching \$6,030 donation from the profits from the Showcase for a total of \$12,060. She stated that she is working on a marketing plan as well as with our Financial Aid department to award these scholarships. Mrs. Bateman reported that at the May 18 Foundation Board meeting, the board approved the motion to approve the conceptual proposal to lease land from the DBOT and sublease it to a developer to build dormitories for SFSC students. They also approved authorized staff to advertise for additional proposals; designated the following four Foundation board members, Mr. John Shoop, Mr. Tres Stephenson, Mr. Michael Kelly, and Mr. Bill Jarrett to serve on the Response Review Committee along with three individuals designated by the DBOT; designated Evaluation Criteria for the Reivew Committee to score the proposals as presented; and authorize staff to work on Master Ground Lease Agreement with DBOT. She stated the Foundation is positive regarding these plans and will be establishing a plan moving forward regarding the Hotel Jacaranda.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated 5/26/21. Mrs. Bennett distributed a grants matrix to the Board. Dr. van der Kaay gave a brief description of the grants.

II. In Development

A. Florida Farmworker Career Development Program 2021/22

Florida Department of Education (FDOE) \$ 267,824

B. Consolidated Adult General Education – Highlands 2021/22

Florida Department of Education (FDOE) \$ 248,475

C. Consolidated Adult General Education – Hardee 2021/22

Florida Department of Education (FDOE) \$ 145,393

III. Submitted

A. Trending Now Series – Rumours

South Arts \$ 5,000

B. Electrical Lineman Program Grant

Duke Energy \$ 30,000

Mrs. Cullens asked if there was a way that SFSC Foundation could tie Mr. Jerry Miller’s name into the Electrical Lineman Program Grant to honor him. Mrs. Bateman stated that we could not with this particular grant but they are looking for opportunities to honor Mr. Miller.

9.4 Board Attorney’s Report

Mrs. Karlson reported that she received a request from the Foudation. She stated based on the following statutory language:

1004.70 Florida College System institutions direct-support organizations.-

(4) ACTIVITES; RESTRICTIONS.-

- (a) A direct-support organization may, at the request of the board of trustees, provide residency opportunities on or near campus for students.

The Foundation has requested the DBOT to make a formal request.

Mr. Atchley made a motion, seconded by Mrs. Cullens, to move pursuant to Florida Statute 1004.70(4) this board of trustees make, and let passing of this motion serve as, a formal request of South Florida State College Foundation, Inc., our direct-support organization, to pursue providing residency opportunities on or near campus for the students of South Florida State College

Mrs. Karlson reiterated that the following Foundation Board members have been designated to the Response Review Committee along with three individuals from the DBOT:

Foudation Representatives

- Mr. John Shoop
- Mr. Tres Stephenson
- Mr. Michael Kelly
- Mr. Bill Jarrett

DBOT Representatives

- Dr. Tom Leitzel
- Mr. Peter Elliott
- Mr. Terry Atchley

She reported that the public notice to the local newspaper, Florida Administrative Register, and municipalities have been sent. She gave a brief overview of the upcoming process and reviewed the timeline. Mrs. Karlson stated that she has enjoyed working with Mr. Swaine, Foundation Attorney during this process. She thanked the DBOT for the renewal of her contact as Board Attorney.

9.5 President's Report

Dr. Leitzel reported on the following items:

1. Congratulated and announced Senate Confirmation for Mr. Atchley, Mrs. Cullens, Mrs. Rider, and Mr. Wright. Dr. Leitzel welcomed Mr. Atchley as an official board member of the DBOT.
2. Highlighted the Hardee County Chamber of Commerce Gala held on May 1.
3. Celebrating Our Trustees: Shared the photos of trustees through the years that are on the college website and will be showcased in the lobby of Building F on the Highlands Campus. Dr. Leitzel thanked Dr. Kirschner for his request to recognize our trustees.
4. COVID-19 Update: Per the request from Dr. Kirschner, a detailed report of COVID-19 cases was distributed to the trustees. Dr. Kirschner stated that he was very pleased with the report and appreciated the information. Dr. Leitzel stated that a monthly report will be distributed to the trustees.
5. SACSCOC Compliance Certification Update: Dr. Leitzel reported that we received our preliminary report on April 26 and was happy to announced that we only received seven findings/recommendations. He congratulated Dr. Valentine and his team for their hard work.
6. College Events: Dental Hygiene Pinnings – May 6; and ADN Pinning – May 18
7. Reflected on Spring Commencement held on May 11. Dr. Leitzel highlighted Ms. Camila Rimoldi Ibanez. He asked Dr. Hawker, to give a brief background on Ms. Rimoldi Ibanez and her research. Dr. Leitzel thanked Dr. Hawker for sharing her success story with the DBOT.
8. Informed the Board that he along with Mrs. Bateman and Mr. Elliott attended the Hardee Chamber Legislative Wrap-Up Meeting on May 12. He stated the Senator Albritton and Representative Bell were guest speakers.
9. Tallahassee Wrap-Up: Dr. Leitzel stated that he will attend the Avon Park Chamber luncheon which Representative Kaylee Tuck was the guest speaker on May 27.
10. 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.
11. Enrollment Update: Dr. Leitzel reported the following for credit enrollment:
 - End of 2020-21 (last academic year) up 1.73%
 - Summer 2021 up 15%
 - Fall 2021 up 27% YTD
12. Tallahassee Update: Dr. Leitzel gave a brief report of the end of session and the eleven Bills that impact the FCS.
13. Showcased the New Marketing Campaign

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer stated that he is happy to be back in the boardroom. He thanked those who worked on the budget.

Dr. Kirschner thanked Dr. Leitzel and those involved with working on the COVID-19 report of our service area. He stated that it was very thorough and well put together. Dr. Kirschner recognized and thanked Mrs. Asena Mott for her work at the DeSoto Campus and appreciated her DeSoto Camups Update presentation.

Mr. Atchley stated no report. He commented that he is excited to officially be on the DBOT and looks forward to the year and serving an amazing team at SFSC.

Mr. Bryan thanked Mrs. Asena Mott for coming to the Highlands Campus today and giving her presentation. He congratulated everyone for a wonderful job on the budget and that it was wonderful news.

Mrs. Rider gave an inspirational verse and thanked everyone for their work.

Mrs. Cullens thanked Mrs. Asena Mott for her presentation, appreciates Mr. Elliott and Dr. Valentine for their work, and thanked Mrs. Bateman for her work at the Foundation. Mrs. Cullens reported that she participated on an ACCT zoom meeting where they discussed Leadership Congress/HERDI in San Diego and where everyone is with traveling between Leadership Congress in San Diego and Legislative Summit in Washington, D.C. She announced that topic of leadership will be covered at Leadership Congress. Mrs. Cullens stated she is glad to be back in the boardroom.

9.7 Board Chair Report

Mr. Wright reported that he attended the Foundation Board meeting held on May 18. He stated that the Foundation Board has some very dedicated individuals. He thanked Mrs. Karlson for her continued good work and dedication to SFSC. Mr. Wright stated that he was very happy to able to award a 3% salary increase.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:23 p.m.