

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JULY 14, 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
Dr. Teresa Crawford	Mr. Peter Elliott	Dr. Robert Flores
Ms. Cindy Garren	Dr. James Hawker	Dr. Michele Heston
Mrs. Katrina Joyner	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Mrs. Deb Latter	Mr. Keith Loweke	Dr. Deb Milliken
Ms. Anastasia Saunders	Mrs. Jill Sconyers	Ms. Sarah Sconyers
Mr. Jonathan Stern	Ms. Tara Tippi	Dr. Sid Valentine
Dr. Chris van der Kaay	Mrs. June Weyrauch	

Others Present: Ms. Keaton Alexandar Mrs. Barbara Kirschner Rep. Kaylee Tuck

The regular meeting of the District Board of Trustees was called to order at 1:08 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 July 14, 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 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.**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employee was introduced:

Employee	Position	Supervisor	Hired
Katrina Joyner	Administrative Assistant III, Applied Sciences	Erik Christensen	04/05/21

2.2 Employee Retirement Recognition

Employee	Position	Dates of Service
Bobby Sconyers	Professor, Dental Assisting	08/15/06 – 08/04/21

Mrs. Cullens made a motion, seconded by Mr. Atchley, to recognize the retirement of Bobby Sconyers for his many years of service to South Florida State College. 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.**

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Representative Kaylee Tuck

Dr. Leitzel welcomed and introduced Representative Kaylee Tuck. He also acknowledged and welcomed Ms. Keaton Alexander with Silver Palm Consulting, our SFSC lobbyist. Representative Tuck gave an overview of the recent legislative session and inquired on the Board’s input on upcoming initiatives and legislative budget requests. She stated that she will be attending the delegation meeting on November 9. The Board thanked Representative Tuck for her time today and the wonderful work that she is doing for our tri-county area.

Dr. Leitzel presented Representative Tuck with a Certificate of Appreciation from the Florida College System Council of Presidents in recognition of her support during the recent legislative session.

4.2 Hardee Campus Update

Dr. Leitzel introduced Dr. Teresa Crawford, Hardee Campus Director to update the Board since we were unable to travel to the Hardee Campus for the July DBOT meeting. Dr. Crawford reported on the happenings at the Hardee Campus. She highlighted the processes that assist with student success on the Hardee Campus.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of resignations/separations; adjunct faculty 2021-22, academic year as needed as presented.

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

5.2 Grant Awards

5.2.1 General Support Grant

Florida Department of Cultural Affairs (FDCA) \$ 48,962

5.2.2 Duke Energy – Electrical Lineman Program

Duke Energy \$ 30,000

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Mr. Elliott reported the summary information for disbursements of all funds through June 2021 will be provided at the August 2021 District Board of Trustees agenda due to the year-end closing process currently underway.

5.3.2 Donation – Wheeled Coach Ambulance

Approved the donation of an operational 2009 Wheeled Coach ambulance to benefit the newly established emergency medical services program at the DeSoto Campus as presented.

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

Mr. Atchley made a motion, seconded by Mrs. Cullens, 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.**

6.0 PLANNING AND POLICY ISSUES

6.1 Reorganization of the Board

Following the District Board of Trustees Policy 2.02, **Mrs. Karlson, Board Attorney called for nominations to serve as the 2021-2022 District Board of Trustees Chair. Mrs. Karlson asked for the nomination of Vice Chair Cullens to serve as Chair. Mr. Backer moved and Mrs. Puckorius seconded the nomination of Mrs. Cullens to serve as Chair for 2021-22. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. Mrs. Cullens abstained. **Motion carried by unanimous vote.**

Mrs. Cullens asked Mr. Wright to continue as Chair for the rest of the board meeting.

Mrs. Karlson called for nominations to serve as the 2021-2022 District Board of Trustees Vice Chair. In following District Board of Trustees Policy 2.02, Mr. Atchley stated that he would like the opportunity to serve as Vice Chair for 2021-2022. Mr. Bryan moved and Mrs. Rider seconded the nomination of Mr. Atchley. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. Mr. Atchley abstained. **Motion carried by unanimous vote.**

Mrs. Karlson called for nominations to serve as the 2021-2022 SFSC Foundation Liaison. Mr. Wright moved and Mr. Backer seconded the nomination of Mrs. Puckorius. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mrs. Puckorius abstained. **Motion carried by unanimous vote.**

Mrs. Karlson asked the Board to take under consideration creating a temporary SFSC Foundation liaison position strictly for the student housing initiative. She gave a brief overview description of the responsibilities for this temporary position. In addition, Mrs. Bateman gave a brief overview of the student housing initiative meeting timeline. The Board discussed the pros and cons of an additional special Foundation Liaison position. **Mr. Atchley made a motion, seconded by Mrs. Cullens, to create a Temporary Foundation Liaison for the Student Housing Initiative.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. Those opposed were Mr. Bryan. **Motion carried by majority vote.**

Mrs. Karlson called for nominations to serve as the Temporary Foundation Liaison for the Student Housing Initiative. Mrs. Cullens moved and Mr. Atchley seconded the nomination of Mr. Backer. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. Mr. Backer abstained. **Motion carried by unanimous vote.**

Mr. Wright thanked the Board for their support during his chairmanship this past year. Dr. Leitzel thanked Mr. Wright for his dedicated service and presented him with a framed group picture of the Board in their new regalia in front of the South Florida State College Enlightenment Tower and one of Mr. Wright from the Spring 2021 Commencement with the inscription, "In recognition of his distinguished service as SFSC Board Chairman 2020-2021".

6.2 Adoption of the 2021-2022 Meeting Schedule and Review of the Agenda Master Calendar

Mr. Wright discussed the proposed 2021-2022 South Florida State College District Board of Trustees Meeting Schedule with the Board. The Board reviewed the dates with their schedules for any conflicts. Dr. Leitzel recommended changing the September 22 proposed meeting to September 29, as there is a conflict with the Council of Presidents meeting in Tallahassee on that day.

(EXHIBIT "C")

Mr. Atchley made a motion, seconded by Mrs. Cullens, to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2021-2022 academic year with the recommended date change from September 22 to September 29. 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.**

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposal

Dr. Valentine introduced the curriculum proposal containing course additions and revisions. [\(EXHIBIT "D"\)](#)

Mr. Atchley 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

None

9.0 REPORTS

9.1 Financial Report

Mr. Elliott reported the financial graphs and a summary of revenue and expenditures compared to budgeted funds will be provided at the August 2021 District Board of Trustees agenda due to year-end closing procedures currently underway.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$6,263.76** from June 1 through June 30, 2021. Mrs. Bateman reported that two proposals were submitted to the Foundation for the Student Resident Facility. She stated a public ranking committee meeting was held July 13 with the committee members to publicly open the proposals that were submitted. The ranking committee decided to take time to review both proposals and reconvene for a continued ranking committee meeting on Monday, July 19 at noon.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated 7/14/21. Mrs. Bennett distributed a grants matrix to the Board. Dr. van der Kaay gave a brief description of the grants.

II. In Development

A. Carl D. Perkins V Entrepreneurship Education and Training (EET)

Florida Department of Education (FDOE) \$ 25,000

III. Submitted

A. Florida Farmworker Career Development Program

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

B. Carl D. Perkins V

Florida Department of Education (FDOE) \$ 245,344 – Postsecondary Programs
\$ 91,667 – Rural and Sparsely
Populated Programs

C. Consolidated Adult General Education Highlands

Florida Department of Education (FDOE) \$ 248,475 – Highlands
\$ 145,399 – Hardee

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Thanked Representative Kaylee Tuck and gave a special thanks to Silver Palm Consulting lobbyist Keaton Alexander and Derek Whits.
2. Cultural Programs Update: Dr. Leitzel asked Ms. Cindy Garren to give a brief overview of the 2021-22 Series line-up. Ms. Garren gave a recap of the past year and how the theatre did through the pandemic. She distributed handouts to the Board and presented the 2021-22 series line-up video.
3. SACSCOC Update: Dr. Leitzel reported the Compliance Certification Focus Report is due August 16. He shared the names and positions of the visiting team that will be conducting the on-site visit in October. Dr. Leitzel informed the Board the QEP is completed and distributed a copy. Dr. Valentine gave a brief overview of the QEP and how it was developed.
4. Highlighted: Financial Aid and staff.
5. Tallahassee Update: Dr. Leitzel reported the FCS is implementing legislative changes and updates.
6. Discussed DBOT technology refresh and communication preferences.
7. Reminded the Board that Convocation will be held Monday, August 16. He gave a brief overview of the agenda for the day. He requested that the trustees join with Leader Team members at a luncheon with Dr. Wheelan.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer thanked Mr. Wright for his service as DBOT Chair and congratulated Mrs. Cullens as the incoming Chair.

Dr. Kirschner stated no report.

Mr. Atchley thanked Mrs. Karlson for her work and counsel as the DBOT attorney. He announced that the City of Wauchula approved to make a donation to the Kenneth A. Lambert endowment fund of \$5,000 per year until they meet the endowment goal of \$100,000. Mr. Atchley made a personal challenge to the Board that he would match the first member to donate a \$1,000 to the endowment. He thanked the Board for their vote of confidence as the incoming Vice Chair.

Mr. Bryan had to leave early due to another conflicting appointment.

Mrs. Rider stated no report.

Mrs. Cullens thanked to Dr. Valentine and team on the SACSCOC Compliance Report. She congratulated Mr. Atchley and stated it will be a pleasure to work with him this year. Mrs. Cullens congratulated Mr. Backer on his position as the Temporary Foundation Liaison for the Student Housing Initiative. She stated that she will be participating on an ACCT webinar tomorrow, July 15 at 2pm and will report back at the next DBOT meeting. Mrs. Cullens inquired if there were any opportunities for SFSC to work with Duke Energy on getting solar panels or a solar panel project. Mr. Elliott addressed Mrs. Cullens question and the complexity of solar panel projects.

9.7 Board Chair Report

Mr. Wright thanked the Board and the SFSC administration for their support during his chairmanship.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:44 p.m.

