

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
AUGUST 25, 2021**

Members Present: Mrs. Tami Cullens, Chair
Mr. Terry Atchley, Vice Chair
Mr. Tim Backer
Mr. Derren Bryan
Dr. Louis H. Kirschner
Mrs. Lana Puckorius
Mr. Joe Wright
Dr. Thomas C. Leitzel, President/Secretary
Mrs. Pamela T. Karlson, College Attorney

Excused: Mrs. Kris Y. Rider

Staff Present:

Mrs. Jamie Bateman	Dr. Mark Bukowski	Mr. Erik Christensen
Mr. Peter Elliott	Ms. Cindy Garren	Dr. James Hawker
Dr. Michele Heston	Mr. Rick Hitt	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Mr. Keith Loweke	Ms. Anastasia Saunders
Ms. Sierra Shaffer	Dr. Sid Valentine	Dr. Chris van der Kaay
Mrs. Teresa Vorous	Mrs. June Weyrauch	

Excused: Mrs. Ashley Bennett

Others Present: Dr. Marshall Goodman Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:06 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mrs. Tami Cullens.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Atchley made a motion, seconded by Mr. Backer, to adopt the agenda of the regular meeting with the amendment to remove Item 4.1 from the agenda held August 25, 2021 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, 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 Mr. Wright, to approve the minutes 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, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. Mr. Backer asked if the college would host the employee holiday luncheon. Dr. Leitzel stated it is too early to tell and he will keep the Board updated. Mr. Atchley encouraged the Board to attend or volunteer for the Million Dollar Hole-in-One Golf Shootout in January. He said it’s a great event to network with the community.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Sierra Shaffer	Administrative Assistant II, Controller	Peter S. Elliott	04/19/21
Teresa Vorous	Controller	Peter S. Elliott	08/16/21
Mark Bukowski	Dean, Student Services	Dr. Sid Valentine	08/16/21

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 The Division of Corporate and Continuing Education Update

The Board motioned to move the update to the September 29 DBOT meeting and removed from the agenda in Item 1.1.

4.2 Dr. Marshall Goodman Presentation

Dr. Leitzel introduced Dr. Marshall Goodman to the Board. Dr. Leitzel informed the Board that Dr. Goodman joined the Board to share an initiative that he leads from his office in Lake Wales. He stated the program is an innovative opportunity for our entire region, and it is designed to uplift the ridge communities, from Haines City to Sebring and Lake Placid. Dr. Goodman presented his PowerPoint presentation to the Board on his business incubation center initiative. The Board discussed the initiative and the benefits to the entire region. **Mr. Atchley made a motion, seconded by Mr. Backer, for SFSC to continue to be a leading entity, authorized Dr. Leitzel to continue to pursue opportunities with Central Florida Incubator (CFI), and authorized Dr. Leitzel to attempt to secure funding for a planning grant.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mr. Wright. **Motion carried by unanimous vote.**

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

(EXHIBIT "A")

5.2 Grant Awards

5.2.1 Trending Now Series – Rumours

South Arts \$ 4,063

5.2.2 Heartland Pathways 2 Success Project

Department of Education (DOE) \$ 2,718,132

5.2.3 Florida Farmworker Career Development Program

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

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register for June and July as presented.

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

Mr. Bryan made a motion, seconded by Mr. Wright, 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, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

6.1 Policy 3.38 Intercollegiate Student-Athlete Compensation and Rights Development

Mr. Rick Hitt, Athletic Director, gave a brief overview of the proposed new policy to the Board and what it means for SFSC athletes. Mr. Bryan questioned what Mr. Hitt referenced as NIL. Mr. Hitt stated that is the acronym for name, image, and likeness. Dr. Leitzel recommended to table Policy 3.38 and SFSC administration will create a procedure and return Policy 3.38 for approval at the September DBOT meeting. Mr. Bryan requested that administration make it clear what NIL is in the procedure. The Board questioned how this would affect SFSC. Mr. Hitt stated he does not think it will affect the college much, but a policy/procedure needs to be in place to address it.

Mr. Atchley made a motion, seconded by Mrs. Puckorius, to table consideration of new DBOT Policy 3.38 until such time staff is able to produce the related procedure for presentation to the Board. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, 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.

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

Mr. Backer made a motion, seconded by Mr. Wright, 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, 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 on the two sets of graphs and revenue and expenditure summaries compared to budgeted funds within the Operating Budget. He stated that one set shows the fiscal year for 2020-21 and the other for July of fiscal year 2022. He stated that there are extra expenses in FY22 to start year with COVID issues.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$15,585.00** from June 29 through July 31, 2021. Mrs. Bateman reported on the progress that is being made with all the representatives for the Foundation and DBOT for the Student Resident Facility. She stated that she and Mr. Elliott had a meeting with Mr. Bob Schuler with Sherco, Inc. to discuss the survey needed. Mrs. Bateman discussed the next steps on the project timeline and will update the Board at the next DBOT meeting. Mrs. Bateman reported on a Foundation Board meeting that was held on July 20th, where the Foundation Board discussed the proposals submitted for the Student Resident Facility and the future of the Hotel Jacaranda. Mrs. Bateman announced some exciting changes to the cafeteria on the Highlands campus, now named Kelly's Bistro by the Bay. She stated Kelly's is hosting a grand re-opening on August 26th from 11-2 pm and encouraged everyone to stop by and see the new renovations.

9.3 President's Report

Dr. Leitzel reported on the following items:

1. Highlighted Mr. Wright's outgoing chair gift and Representative Kaylee Tuck visit to the July DBOT meeting.
2. Shared Pinnings and Graduations: Dental Assisting – July 15; Radiography Tech – July 22; Practical Nursing – August 2; and Fire Science – August 18.
3. Shared that DeSoto Fire Rescue donated an ambulance to the DeSoto Campus for the EMS program that will begin in January 2022.
4. Reflected on Convocation: thanked Mrs. Cullens for the Trustee welcome; guest speaker Dr. Belle Wheelan, SACSCOC CEO; and employee service and milestones. Dr. Leitzel thanked Dr. Valentine for his presentation of the QEP. Dr. Leitzel announced at Convocation the development of the Saxon Field House. He thanked Mrs. Cullens, Sachsenmier and Saxon family for their support.
5. Announced the student Welcome Event was held Monday, August 23 and Tuesday, August 24. He thanked staff that worked on organizing the event and those who were able to volunteer.
6. Enrollment Update: Dr. Leitzel reported summer enrollment was up 11.4%. He informed the Board that enrollment for fall right now is down by approximately 5% due to the impact of COVID cases. He stated he expects enrollment to improve as Fall B and C sessions are accepting students.
7. CARES/CRRSAA/HEERF Update: Mr. Elliott reported on the funding and gave a brief explanation on how those funds could be used under the restrictions. Dr. Leitzel proposed establishing a vaccination incentive plan at the college consisting of a

bookstore credit. The trustees granted him permission to proceed with a roll out plan using HEERF funding to encourage staff and student vaccinations.

8. United Way: The Board granted Dr. Leitzel permission to serve on a local United Way Advisory Board.
9. SACSCOC Update: Dr. Leitzel reminded the Board that SACSCOC on-site visiting team will be here October 4-7. He stated that the team will meeting with the Board on October 6 at noon.
10. Shared DeSoto Chamber Early Bird Breakfast will be held on September 2 at 8am on the DeSoto Campus.
11. September DBOT Meeting: Dr. Leitzel stated Dr. Valentine will cover what to expect during the SACSCOC on-site visit.

9.4 Board Attorney's Report

Mrs. Karlson reported she is busy working on documents for the Student Housing Facility. She stated she is excited for SFSC's opportunity with the incubator project and how it will benefit our region. She shared that her son started at the college yesterday, August 24.

9.5 Board Members' Reports

Mrs. Puckorius thanked Community Relations for the SFSC t-shirt and for her trustee iPad replacement.

Mr. Backer thanked those of the Board that were able to attend Convocation.

Dr. Kirschner stated no report and gave his appreciation for the SFSC t-shirt.

Mr. Bryan stated no report.

Mr. Wright shared with the Board recruitment stories. He stated SFSC is doing and excellent job with recruiting.

Mr. Atchley stated that Convocation was an exciting event and it was a great opportunity to meet with Dr. Belle Wheelan. He thanked Community Relations for the SFSC t-shirt. He stated he gets more and more excited with each DBOT meeting as the college is always looking for ways to be innovative and connect with other entities. He thanked all SFSC staff for all that they do.

9.6 Board Chair Report

Mrs. Cullens thanked all SFSC staff for their continued good work. She gave an ACCT Leadership Congress COVID protocol updated to those planning to travel to San Diego to attend the conference. She announced the retirement of Noah Brown, ACCT President. She stated a ceremony will be held in San Diego. Mrs. Cullens stated it was an honor to be on the FCS Foundation meeting this morning. She reported that SFSC would receive in total \$35,929 in scholarships to award to our students. Mrs. Cullens reported that the Highlands County Health Department attended the School Board of Highlands County meeting encouraging everyone to stay vigilant in the COVID protocols.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:25 p.m.