

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
SEPTEMBER 29, 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  
Mrs. Kris Y. Rider  
Mr. Joe Wright  
Dr. Thomas C. Leitzel, President/Secretary  
Mrs. Pamela T. Karlson, College Attorney

**Staff Present:**

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
Mr. Erik Christensen	Mr. Peter Elliott	Dr. James Hawker
Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Mr. Keith Loweke	Ms. Tasha Morales	Mr. Govindah Ramnarain
Ms. Ashley Simmons	Mr. Jonathan Stern	Dr. Sid Valentine
Dr. Chris van der Kaay	Mrs. Teresa Vorous	Mrs. June Weyrauch

**Excused:** Ms. Cindy Garren

The regular meeting of the District Board of Trustees was called to order at 1:05 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**

**Mrs. Rider made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held September 29, 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. Atchley made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting 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, 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**

**2.1 New Employee Introduction**

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Ashley Simmons	Specialist Maintenance	Govindah Ramnarain	06/14/21

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

**4.1 Board Preparation for SACSCOC On-Site Visit**

Dr. Leitzel presented and gave a brief background on the SACSCOC Reaffirmation Committee visitation team. He reminded the Board that they will be meeting with the SACSCOC committee members on Wednesday, October 6 at noon. Dr. Leitzel stated per Sunshine Law the meeting was publicly noticed. Dr. Valentine presented a SACSCOC overview to the Board. He distributed to the Board the documents SFSC submitted to the on-site committee and reviewed with the Board what they can anticipate during the luncheon meeting on October 6. The Board discussed having Mrs. Pam Karlson, Board Attorney in attendance at the luncheon meeting. Mrs. Karlson stated that she would attend the luncheon meeting. Mrs. Puckorius questioned if Dr. Leitzel had ever been in this position as a SACSCOC committee member before. Dr. Leitzel gave examples and his experience as a SACSCOC on-site committee member. Dr. Leitzel and Dr. Valentine addressed the Board’s questions and concerns. Mr. Atchley stated he had the greatest appreciation for all the work and effort put into the reaffirmation process.

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

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

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

**5.2 Operational Actions**

**5.2.1 Monthly Accounts Payable/Payroll Check Register**

Approved the monthly accounts payable/monthly payroll check register for August as presented.

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

**5.2.2 Property Deletion**

Approved the deletion of College property from inventory records as presented.

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

**Mr. Wright made a motion, seconded by Mr. Atchley, to approve the Consent Agenda, Items 5.1 through 5.2.2 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider 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**

Dr. Leitzel presented Policy 3.38 Intercollegiate Student-Athlete Compensation and Rights Development to the Board along accompany Procedure 3380.

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

**Mr. Atchley made a motion, seconded by Mrs. Rider, to approve the new DBOT Policy 3.38 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

**7.0 ACADEMIC AND STUDENT MATTERS**

None

**8.0 PURCHASING AND OTHER ACTION ITEMS**

**8.1 Carryforward Spending Plan**

Mr. Elliott presented the Carryforward Balance Spending Plan per 1013.841 (2)(b), Florida Statutes. He stated that this requirement was waived for the 2019-20 fiscal year due to the COVID-19 Pandemic State of Emergency. Mr. Elliott stated the attached report details the College's ending General Fund fund for the 2020-21 fiscal year and the amount required to be included in the College spending plan.

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

**Mr. Atchley made a motion, seconded by Mr. Wright, to approve the Carryforward Balance Spending for the 2021-22 fiscal year as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

**8.2 Textbook and Instructional Materials Affordability**

Mr. Elliott presented the Textbook and Instructional Materials Affordability report to the Board. He stated that 1004.85, F.S. (Textbook and Instructional Materials Affordability) was amended the 2016 Legislative Session to require posting of the local cost and identifying information of at least 95% of all textbooks and instructional materials required and recommended for each scheduled class at least 45 days prior to the start of each upcoming term. Unfortunately, Mr. Elliott reported that 253 of 2,200 course sections were not properly posted before the deadline, equating to an 88% compliance percentage. He stated Fall 2020 had a compliance percentage of 90%, Spring 2021 had a compliance percentage of 87%, and Summer 2021 had a compliance percentage of 88%. Mr. Elliott informed the Board that he and Mrs. Teresa Vorous are working with Follett Bookstore to address the adoption issues.

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

**Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S. as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, 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 a summary of revenues and expenditures compared to budgeted funds within the Operating Budget through August 2021.

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

Mr. Wright questioned if the college has received stimulus funding directly. Mr. Elliott addressed his question and how the college can draw down. He reported that maintenance has been deferred for college and universities. Mrs. Cullens asked if there was a time frame to spend the funding. Mr. Elliott stated one year from the authorization, but he knows they will be generous with time extensions because some projects will take over one year to complete. He reported that the student aid portion of the funds has a firm May 15 deadline to spend funds.

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$64,505.56** from August 1 through August 31, 2021. Mrs. Bateman thanked those who have contributed to the Kenneth A. Lambert Memorial Endowment. She highlighted the grand re-opening of Kelly's now known as Kelly's Bistro by the Bay. Mrs. Bateman reported that the Foundation has welcomed three new Foundation Board members, Ms. Cheyenne Pohl, Communications Coordinator for the City of Wauchula and Ms. Sandee Braxton, Finance Director for City of Wauchula, and Cory Alain from Nucor Steel Florida, Inc. She highlighted the new Take Stock in Children team members. Mrs. Bateman shared that Channel Fox 13 is doing a story on historic hotels and the Hotel Jacaranda will be featured. She stated it will air the end of October or the beginning of November. Mrs. Bateman reported on the progress that is being made with all the representatives on the Student Resident Facility. She stated that she, Mr. Elliott, and Dr. Leitzel were able to meet with Mr. Bob Swaine and Mr. Marty Wohl to review the lease agreement. She stated that Sherco, Inc. was able to get the property survey scheduled for today, September 29.

### 9.3 Resource Development

#### I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated 9/29/21.

#### II. Submitted

##### A. NEA America Rescue Plan Grant to Organizations #2

National Endowment for the Arts (NEA) \$ 100,000

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

Florida Department of Education (FDOE) \$ 48,462

#### 9.4 President's Report

Dr. Leitzel reported on the following items:

1. Highlighted Community Events: DeSoto Chamber Early Bird Breakfast at the DeSoto Campus hosted by DeSoto County Chamber of Commerce on September 2. He appreciates Mrs. Asena Mott and her hard work. Dr. Leitzel thanked Mr. Backer for his attendance and involvement. Dr. Leitzel reported that SFSC was at Hardee Senior High School for their college fair day on September 22.
2. Announced Duke Energy awarded SFSC \$ 30,000 for the Lineworker program. He highlighted the students and shared that Duke spoke with the students and answered questions.
3. Enrollment Update: Dr. Leitzel reported summer enrollment was up. He informed the Board that enrollment for fall right now is down by approximately 3.4% due to the impact of early withdrawals from COVID cases. Dr. van der Kaay reported on SFSC Fall Term Instructional Delivery Modalities from Fall 2019-20 to Fall 2021-22.
4. ACEN On-Site Accreditation Update: Dr. Leitzel invited the Board to attend the public meeting on October 13 at 2:00 p.m. Dr. Heston gave a brief background on accreditation visit. She shared that the Board could attend in-person or virtually to the public meeting.
5. Shared that Mrs. Karlson was awarded the Lake Placed Business Woman of the Year. He stated that SFSC is very fortunate to have her on our team. He also highlighted Mrs. Justine Devlin as the Avon Park Business Woman of the Year.
6. Shared the Rotary Freedom Flights that Ms. Anastasia Saunders attended. Mr. Atchley gave a brief background on the program as he and others of the Hardee Rotary provided breakfast for the group prior to them leaving for Washington, D.C.
7. Tallahassee Update: Dr. Leitzel distributed Council of President's Legislative Priorities handout.
8. United Way Update: Announced Ms. Garren started the United Way Campaign Kick-Off with a cut the tie fundraiser.
9. AdventHealth Update: Dr. Leitzel gave a brief background on the partnership opportunity involving SFSC nursing program to create the AdventHealth Scholars Program. He stated this partnership would come with a naming opportunity of a classroom in the Health Science building. The proposed naming opportunity would be AdventHealth Center for Nursing Excellence at South Florida State College. Dr. Leitzel is recommending the proposed naming opportunity to the Board. **Mr. Wright made a motion, seconded by Mr. Backer, to approve the proposed naming opportunity AdventHealth Center for Nursing Excellence at South Florida State College.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.** Dr. Leitzel thanked the Board for their support. Mrs. Cullens thanked Dr. Heston for her work. Mrs. Karlson asked if the hospital will provide a scholarship contract for students to sign. Dr. Heston stated the hospital already has a process for student scholarship contracts.
10. SACSCOC Update: Dr. Leitzel reminded the Board that SACSCOC on-site visiting team will be meeting with the Board on October 6 at noon. He thanked Mrs. Bateman and Dr. Heston for their work with hospitality.

#### 9.5 Board Attorney's Report

Mrs. Karlson stated no report.

**9.6 Board Members' Reports**

Mrs. Puckorius announced it was her birthday. Everyone wished her a happy birthday.

Mr. Backer thanked everyone who worked hard on the SACSCOC report and preparation. Mrs. Cullens gave her sincere condolences on the loss of Mr. Backer's sister.

Dr. Kirschner thanked everyone involved in the SACSCOC preparation process.

Mr. Bryan had to leave during Item 4.1 of the agenda due to a scheduling conflict.

Mr. Wright thanked Dr. Valentine for his presentation and the SACSCOC preparation packets.

Mrs. Rider thanked Dr. Valentine and encouraged SFSC on the SACSCOC on-site visit next week.

Mr. Atchley stated the DBOT appreciates SFSC staff. He stated that it is an exciting time and opportunity happening for SFSC. He added that we are here to serve the students and the Board is here to support the college.

**9.7 Board Chair Report**

Mrs. Cullens announced that everyone should have received an email from ACCT on the live webinar tomorrow, September 30 from 2-3:00 p.m. on Rural Colleges and Athletics. She asked those who are attending ACCT Leadership Congress in San Diego, CA for a nomination for the voting delegate of the southern region. The Board approved Mr. Atchley to act as the voting delegate. Mrs. Cullens thanked the staff and administration for their continued hard work. She stated that the Board is here to support the college and we are all here for the students.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 4:01 p.m.