

**SPECIAL RANKING COMMITTEE MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE FOUNDATION
HOTEL JACARANDA
July 13, 2021**

Ranking Committee Members Present:

Mr. Terry Atchley, DBOT	Dr. Tom Leitzel, DBOT
Mr. Peter Elliott, DBOT	Mr. Tres Stephenson, Foundation
Mr. Michael Kelly, Foundation	Mr. William Jarrett Jr., Foundation
Mr. John Shoop, Foundation	

Others Present:

Mrs. Jamie Bateman	Miss Anastasia Saunders	Mrs. Pam Karlson
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I. CALL TO ORDER

At 12:59 p.m., Mr. Tres Stephenson, president, called to order the meeting of the Special Ranking Committee of the SFSC Foundation. Mr. Stephenson asked for a motion to adopt the agenda of the July 13, 2021 meeting. Mr. Shoop made a motion, seconded by Mr. Jarrett to accept the agenda as presented. The motion passed unanimously.

II. PUBLIC OPENING OF STUDENT RESIDENCE FACILITIES PROPOSALS

Mrs. Bateman publicly opened, in front of the Ranking Committee Members, the two proposal packages that the SFSC Foundation received for the Student Residence Facilities. The following two development companies submitted proposals and listed in no particular order: 1) Heartland Development Group and 2) Short Pants Development. Each Ranking Committee Member received a copy of the proposals.

III. REVIEW OF INFORMATION ON STUDENT HOUSING AND THE EVALUATION CRITERIA

Mrs. Bateman reviewed with the committee the information on student housing and the questions that were asked and answered by the developers as shown on the SFSC Foundation website, <https://www.southflorida.edu/support-sfsc/student-housing-accommodations-qa>. Mrs. Bateman proceeded to review the Evaluation Criteria form with the members so to ensure all members understood the form and what the committee's responsibility is through this process.

IV. PROPOSALS REVIEW AND DISCUSSIONS

Mr. Atchley opened the discussion reminding the committee that the proposals are now public record. He advises that the due to the nature of this project and how impactful it is for the college, that this committee should take a few days to review the proposals, make notes, questions and continue the ranking meeting on another day, once the committee has had an in-depth review of the proposals, to finalize and rank each one properly. Mr. Atchley reminded the committee regarding the Sunshine Law and that the committee will not be able to speak to one another regarding the proposals outside of the meeting and the continuation of the meeting.

Mr. Jarrett asked how could this committee review and hold another meeting within the timeframe of the July 20th Board Meeting that is scheduled.

Mrs. Bateman replied that legal counsel advised to put a notice in the paper and online as soon as possible once the decision has been made for a continuation of the Special Ranking Committee Meeting.

Mr. Atchley clarified a continued meeting next Monday, July 19 at 12 p.m. at the Hotel Jacaranda. All members of the Special Ranking Committee agreed.

Mr. Atchley made a motion to continue the current special ranking committee meeting to next Monday, July 19 at 12 p.m. at the Hotel Jacaranda and to submit all questions from each committee member's review of each proposal to Mrs. Bateman by Friday, July 16, so she can prepare the development groups to answer at the meeting on Monday. Mr. Jarrett seconded the motion.

Mr. Shoop stated this group should really consider evaluating and ranking on exactly what was presented with the proposals. For fairness to all parties involved, do not go back and ask questions or further clarification. Mr. Atchley commented that if this group moved forward with this suggestion, does the committee just look now at the minimum requirements. Mr. Shoop shared the proposals need to fit in to this committee's box not the other way around. Mr. Jarrett followed up with if a committee member does not understand the response and needs further clarification not allowing the development company to change bid or proposal. Mrs. Bateman shared thoughts from attorney Bob Swaine; do not change the evaluation criteria to fit the developer. Mrs. Karlson stated that nothing in the statute states you can or cannot go back and ask questions or that you have too.

Mr. Atchley withdrew his motion and Mr. Jarrett withdrew his second to the motion.

Mr. Atchley motioned for the Special Ranking Committee Meeting to be continued on July 19 at 12 p.m. at the Hotel Jacaranda and for each committee member to take home the proposals for review and to be prepared to evaluation and rank them at the meeting on Monday. Mr. Jarrett seconded the motion.

Dr. Leitzel clarified that the evaluation forms are to come to the Monday meeting and not to be submitted to Mrs. Bateman.

Mrs. Bateman stated she would notify the developers that the meeting would be continued on Monday, July 19 at 12 p.m.

Meeting on July 13, 2021 at 2:15 p.m. is to be continued on Monday, July 19 at 12:00 p.m.

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Respectfully submitted,

William R. Jarrett, Jr.
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Board Secretary