

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 27, 2015**

Members Present: Mr. Tim Backer
Mr. Derren Bryan
Mrs. Tami Cullens
Dr. Louis H. Kirschner
Mr. Ken Lambert, Chair
Mrs. Kris Y. Rider, Vice Chair
Mr. Joe Wright
Dr. Thomas C. Leitzel, President/Secretary
Mrs. Pamela T. Karlson, College Attorney

Excused: Mrs. Lana C. Puckorius

Staff Present:	Mr. Don Appelquist	Mr. Kevin Brown	Mrs. Tammy Bush
	Ms. Cindy Garren	Mrs. Susie Hale	Mrs. Anita Kovacs
	Mrs. Deborah Latter	Mr. Glenn Little	Dr. Lindsay Lynch
	Dr. Mike McLeod	Dr. Leana Revell	Mrs. Becky Sroda
	Dr. Chris van der Kaay	Mrs. June Weyrauch	Dr. Tim Wise
	Dr. Deborah Fuschetti	Mr. Steve Ashworth	Mr. Richard Shepard

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 6:01 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mr. Ken Lambert.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Backer made a motion, seconded by Mr. Wright, to adopt an amended agenda of the regular meeting held May 27, 2015 to include the following: a revision of Agenda Item #5.1 and the addition of Agenda Item 5.3.2.

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mrs. Rider made a motion, seconded by Mrs. Cullens, to approve the minutes of the regular meeting held April 22, 2015. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed with no changes.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

Employee	Position	Supervisor	Hired
Richard Shepard	Interim Instructor, EMS	Steve Ashworth	04/15/15
David Sostre	Grounds Maintenance	Steven Noel	04/13/15

David Sostre was not able to attend.

2.2 Employee Retirement Acknowledgement

Mr. Bryan made a motion, seconded by Mr. Wright, to recognize the retirement of Ms. Dean Jordan for her 41 years of service to the college. Ms. Jordan was not in attendance. Those voting in favor of the motion were Mr. Backer, Mr. Byran, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Fall Enrollment Campaign Review

Dr. Leitzel introduced Mr. Steve Crawford from World Design Marketing (WDM) who attended via WebEx. Mr. Crawford gave a preview of the college's fall enrollment marketing campaign.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, administrative staff, full-time professional staff, career service staff, and full-time faculty; resignations; and adjunct faculty, 2014-15, academic year as needed. **(EXHIBIT "A")**

5.2 Agreement and Contracts

5.2.1 Approved the renewal of lease agreements with the SFSC Foundation, Inc. for use of the Hotel Jacaranda for classroom space and lab space and the SFSC Teacherage for classroom space for the 2015-16 fiscal year. **(EXHIBIT "B")**

5.2.2 Approved contracting for continued legal services with Karlson Law Group, P.A. and Allen, Norton & Blue, P.A. for the 2015-16 fiscal year under the terms and rates as presented. **(EXHIBIT "C")**

5.2.3 Approved entry into new dual enrollment agreements with DeSoto County School District, Hardee County School District, Highlands County School District, Highlands University Preparatory School, Polk County School District, and Walker Memorial Academy as presented. **(EXHIBIT "D")**

- 5.2.4 Approved the renewal of a training agreement with CareerSource Heartland as presented. *(EXHIBIT "E")*
- 5.2.5 Approved the renewal of a training agreement with CareerSource Polk as presented. *(EXHIBIT "F")*
- 5.2.6 Approved the renewal of a training agreement with CareerSource Southwest as presented. *(EXHIBIT "G")*

5.3 Grant Applications

- 5.3.1 **Advanced Tools and Techniques for Rapid Detection, Tracking and Mapping of Asian Citrus Psyllids over Large Areas**
USDA Specialty Crop Research Initiative (SCRI) Citrus \$4,000,000 (est)
- 5.3.2 **Citrus Productions Systems: Using Advanced Technologies for Rapid Assessment of Disease Progression Rate and Effectiveness of Various Treatments in Controlling Citrus Greening**
USDA Specialty Crop Research Initiative (SCRI) Citrus \$4,000,000 (est)
- 5.3.3 **Developing Cost-Effective and Feasible Sampling of Asian Citrus Psyllid in Citrus**
California Citrus Research Board \$200,000 (\$100,000 a year for 2 years)

5.4 Operational Actions

- 5.4.1 **Monthly Accounts Payable/Payroll Check Register**
Approved the monthly accounts payable/monthly payroll check register and summary through April 2015. *(EXHIBIT "H")*
- 5.4.2 **Property Deletion and Disposals**
Authorized deletion of the items in the amount of \$61,618.09 as presented. *(EXHIBIT "I")*
- 5.4.3 **Uncollectible Debt**
Approved the write-off of uncollectible debt in the amount of \$31,157.03 as presented. *(EXHIBIT "J")*

Mr. Wright made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.4.3 as presented. Dr. Bryan stated that he is a member of the CareerSource Heartland Board. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 **PLANNING AND POLICY ISSUES**

None

7.0 **ACADEMIC AND STUDENT MATTERS**

7.1 Curriculum Proposals

Dr. Revell introduced the curriculum proposals. *(EXHIBIT "K")*

Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the curriculum proposals as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

7.2 Fee Proposals

Dr. Revell introduced the fee proposals. *(EXHIBIT "L")*

Mrs. Rider made a motion, seconded by Mr. Wright, to approve the fee proposals as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Annual Facilities Inspection Summary Report

Vice President Little presented a request to accept the SFSC Fire, Sanitation, and Casualty Inspection reports for the 2014-2015 year as presented. **(EXHIBIT "M")**

Mr. Bryan made a motion, seconded by Mr. Backer, to accept the Fire, Sanitation, and Casualty Inspection reports for the 2014-2015 year as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.2 Capital Improvement Program (CIP)

Vice President Little presented a request to approve the Capital Improvement Program plans for 2016-17 through 2020-21 and submission to the Division of Florida Colleges as presented. **(EXHIBIT "N")**

Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the Capital Improvement Program plans for the 2016-17 through 2020-21 and submission to the Division of Florida Colleges as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.3 Recertification of Direct Support Organization

Mr. Appelquist presented a request to accept Foundation's 2014 Independent Audit and IRS Form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization for the 2015-2016 fiscal year. **(EXHIBIT "O")**

Mrs. Cullens made a motion, seconded by Mrs. Rider, to accept the Foundation's 2014 Independent Audit and IRS Form 990 and the reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization for the 2015-16 fiscal year. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

9.0 REPORTS

9.1 Resource Development

Mr. Appelquist reported on a funded grant and donations and pledges.

I. Funded Grants

- A. Literacy in the Heartland
Dollar General Literacy Foundation \$10,000

II. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$257,680.24** from April 8, 2015 through May 12, 2015.

9.3 Financial Report

Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of March 2015 as information items.

(EXHIBIT "P")

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Showed several PowerPoint slides of college celebrations that occurred over the last 4 weeks including Student Awards, Athletic Awards, TRiO Awards, Dental Hygiene Pinning, and an EMT Celebration.
2. The SFSC Foundation Gala had a net income of \$33,000 and is eligible to be matched.
3. Stated that Dr. Revell had been honored at the Athletic Awards event and the most recent Nursing pinning event.
4. Spring Commencement was live-streamed on the college's website and received over 1,000 hits. He thanked Dr. Wise and the IT department for their assistance.
5. A survey conducted and analyzed by Ohio State University's Center for Higher Education Enterprise (CHEE) named SFSC one of the most promising places to work in community colleges in 2015 reported by the National Institute for Staff and Organizational Development (NISOD). This is NISOD's first national study regarding diverse issues in higher education. SFSC earned a grade of A for its general diversity policies and human resources practices. The college joined 15 other colleges receiving top marks for the extent to which diversity and inclusiveness imbue their administration, work environments, and hiring practices. Only one other college of the 28-member Florida College System, Tallahassee Community College, scored high enough to gain a spot on the list.
6. Reviewed FTE (fundable) for the 2007-2015 reporting years showing an income of 2.4% in 2014-15.
7. The college's Testing Center received certification through the National College Testing Association.
8. The fire tower is near completion.
9. Stated that the college's Criminal Justice Program received a perfect audit from FDLE which is good for two years. Also, the facilities were recertified by FDLE for five years.
10. The Florida Legislature will hold a Special Session June 1-20 to pass a budget. Last year, SFSC received \$88,000 more than the previous year.
11. Reviewed State economic news.
12. Vice President Little gave a budget development update.
13. Ms. Garren presented the 2015-16 Artist Series lineup and distributed information.

14. Announced a Capital Campaign project in the works. Working with college attorney, Mrs. Karlson.
15. Announced new FCS Chancellor, Madeline Pumariega.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mr. Backer asked Dean Wise to share a touching story regarding a remembrance event that took place during a recent game honoring a softball player that passed away last year.

Dr. Kirschner stated no report.

Mr. Wright stated that he enjoyed the 50th Anniversary SFSC Retiree and Former Trustee reception and luncheon held May 20 & 21.

Mrs. Cullens stated no report.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

9.7 Board Chair Report

Mr. Lambert thanked the members of the college's screening committees for their assistance in filling the positions of Vice President of Academic Affairs and Student Services and Executive Director, Institutional Advancement. He recommended that Trustees attending the 2015 ACCT Leadership Congress pay for their hotel room the first night should they attend the 2015 Fall Symposium prior to the conference. Mrs. Bush will email information to them tomorrow morning. Mr. Lambert reminded the Trustees of Mr. Appelquist's retirement reception on May 28 and Dr. Revell's retirement dinner on June 17.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:13 p.m.