**MEETING MINUTES**

**SOUTH FLORIDA STATE COLLEGE**

**DISTRICT BOARD OF TRUSTEES June 15, 2016**

# Members Present: Mr. Tim Backer

Mr. Derren Bryan, Vice Chair

Mrs. Tami Cullens

Dr. Louis H. Kirschner

Mr. Ken Lambert

Mrs. Lana C. Puckorius

Mrs. Kris Y. Rider, Chair

Mr. Joe Wright

Dr. Thomas C. Leitzel, President/Secretary

Mrs. Pamela T. Karlson, College Attorney

|  |  |
| --- | --- |
| **Staff Present:** Mrs. Jamie Bateman Mrs. Ashley Bennett | Ms. Mollie Doctrow |
| Dr. Robert Flores Ms. Cindy Garren | Mrs. Courtney Green |
| Mrs. Susie Hale Mrs. Deborah Latter | Mr. Glenn Little |
| Ms. Melissa Lee Dr. Lindsay Lynch | Mr. Lynn MacNeill |
| Ms. Robin Southwell Mrs. Becky Sroda | Dr. Sidney Valentine |
| Dr. Chris van der Kaay Mrs. June Weyrauch    **Others Present:** Mr. Terry Atchley Mrs. Barbara Kirschner | Dr. Tim Wise |
|  |  |

# CALL TO ORDER

At 3:41 p.m., the regular meeting of the District Board of Trustees was called to order on the Highlands Campus by Board Chair, Mrs. Kris Y. Rider.

# 1.0 PRELIMINARY MATTERS

**1.1 Adoption of Agenda**

# Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to adopt the June 15, 2016 agenda of the regular meeting with two modifications. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. Motion carried by unanimous vote.

## 1.2 Approval of Minutes

**1.2.1 Regular Meeting Minutes**

# Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held April 27, 2016 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs.

Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**June 15, 2016**

**Page 2**

## 1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed. Mrs. Cullens stated that the ACCT National Legislative Summit will be held February 13­17, 2017 in Washington, D.C.

# 2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

**2.1** **Employee Retirements**

# Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to acknowledge the retirements of Mrs. Mollie Doctrow, Dean Mike McLeod, and Mrs. Mary Wolfe for their many years of service to the college. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. Motion carried by unanimous vote.

# 

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

None

# 5.0 CONSENT AGENDA ACTION ITEMS

## 5.1 Personnel Actions

Approved a list of appointments, administrators; full-time faculty; career service staff; resignations; retirements; reappointments, adjunct faculty 2015-16, full­time professional staff, full-time faculty 2016-17, full-time professional staff 2016-17, full- time career staff 2016-17 ; and adjunct faculty 2016­17 academic year as needed. (**EXHIBIT “A”)**

## 5.2 Agreement and Contracts

**5.2.1** Approved the renewal of a training provider agreement with CareerSource

Heartland as presented. **(EXHIBIT “B”)**

**5.2.2** Approved the renewal of a training provider agreement with CareerSource

Heartland as presented. **(EXHIBIT “C”)**

**5.2.3** Approved the renewal of a training agreement with CareerSource Southwest

Florida as presented. **(EXHIBIT “D”)**

**5.2.4** Approved the renewal of a training agreement with CareerSource Polk as presented. **(EXHIBIT “E”)**

**5.2.5** Approved the renewal of a lease agreement with Tri­County Human Services, Inc. as presented. **(EXHIBIT “F”)**

## 5.3 Grant Applications

**5.3.1 Adult General Education (AGE)**

Florida Department of Education $ 217,863.00

### 5.3.2 2016­2017 Perkins Roll­Forward Funding

### Florida Department of Education $ 2,658.00

### 5.3.3 EL/Civics Highlands

US Department of Education $ 44,544.00

**June 15, 2016 Page 3**

**5.3.4 EL/Civics Hardee**

US Department of Education $ 23,642.00

## 5.4 Operational Actions

**5.4.1 Monthly Accounts Payable/Payroll Warrant Summary** Approved the monthly accounts payable/payroll warrant summary for

April 2016. **(EXHIBIT “G”)**

**5.4.2 Addition To Customer Billing List – Ole South Auto Salvage**

Approved the addition of Ole South Auto Salvage to the College’s customer billing list for student third party billing as presented. **(EXHIBIT “H”)**

# Mr. Backer made a motion, seconded by Mr. Wright, to approve the Consent

**Agenda, Items 5.1 through 5.4.2 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**6.0 PLANNING AND P0LICY ISSUES** None

# 7.0 ACADEMIC AND STUDENT MATTERS

**7.1** **Curriculum Proposals**

Dr. Valentine introduced the curriculum proposals. **(EXHIBIT “I”)**

# Mr. Backer made a motion, seconded by Mrs. Cullens, 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. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

# 8.0 PURCHASING AND OTHER ACTION ITEMS

## 8.1 SFSC 2016­2017 Budget Proposal

Dr. Leitzel presented a request to approve the Operating Budget for 2016­2017, including the student fee rates (which reflect no increase in tuition or fees) and salary schedule, 2016­2017 Capital Outlay Budget, as well as the 2.5% across the board increase in salary and hourly rates for all eligible full­ and part-time employees, including adjustments to adjunct instructor and stipend rates included in the Budget Workshop Packet. **(EXHIBIT “J”)**

# Mr. Wright made a motion, seconded by Mr. Lambert, to approve the Operating

**Budget for 2016­2017, including the student fee rates and salary schedule, as well as the 2016­2017 Capital Outlay Budget as presented at the Budget Workshop. The Operating Budget includes a 2.5% across­the­board raise for all eligible full­ and part­time employees.** Those voting in favor of the motion were

Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**June 15, 2016 Page 4**

## 8.2 PRESIDENT LEITZEL’S EMPLOYMENT CONTRACT

DBOT Chair Rider presented a recommendation to approve President Leitzel’s employment contract by extending his contract from July 1, 2016 to June 30, 2019.

# (EXHIBIT “K”)

**Mr. Wright made a motion to approve President Leitzel’s employment contract by extending his contract from July 1, 2016 to June 30, 2019.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens,

Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.** President Leitzel thanked the Board of Trustees for their support.

**Mr. Wright made a motion, seconded by Dr. Kirschner, to approve President Leitzel’s contract with a 2.5% increase to the base as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner,

Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

## 8.3 Recertification of Direct Support Organization

Mrs. Bateman presented a request to accept the SFSC Foundation 2015 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 2016­2017 fiscal year. **(EXHIBIT “L”)**

## Mr. Lambert made a motion, seconded by Mr. Wright, to accept the SFSC Foundation 2015 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 2016­17 fiscal year. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs.

Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mr. Terry Atchley thanked the Board of Trustees for their support.

### 8.4 Eucalyptus Avenue Special Warranty Deed

Mrs. Karlson presented a request to accept the dedication of Eucalyptus Avenue as described in the Warranty Deed presented, WITH/WITHOUT reservation language and direct and authorization the Board Chair to execute the same.

**Mr. Lambert made a motion, seconded by Mrs. Puckorius, to table the dedication of Eucalytpus Avenue Warranty Deed as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**8.5 Annual Facilities Inspection Summary Report**

Vice President Little presented a request to accept the SFSC Fire, Sanitation, and

Casualty Inspection reports for the 2015­2016 year as presented. **(EXHIBIT “M”)**

Vice President Little stated he would like to remove the old fire escape stairway that is no longer safe to use.

**June 15, 2016 Page 5**

Dr. Robert Flores noted that he had brought in a specialist to assess the fire escape that Vice President Little mentioned and it was deemed unsafe.

## Mrs. Cullens made a motion, seconded by Mr. Wright, to accept the Fire,

**Sanitation, and Casualty Inspection reports for the 2015­2016 year as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

## 9.0 REPORTS

### 9.1 Financial Report

Ms. Lee reported on the financial graphs and a summary of revenue and expenditures through the month of April 2016 as information items. **(EXHIBIT “N”)**

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **$132,252.64** from April 13, 2016 through May 31, 2016 and reviewed a donor/donation report. She stated that she would like to get more alumni involved in Foundation events. Mrs. Bateman gave an Alumni Awareness campaign update to get alumni involved. She also reported that the Highlands County Bar Association is partnering with the Foundation for scholarships. Mrs. Bateman reported that Take Stock in Children received a Gold level score card for the program and had 23 high school graduates for 2016. She also stated that the Jarrett Family Foundation will donate the proceeds from their annual 5K Walk/Run to the Take Stock in Children program.

**9.3 Grants Development and Federal Relations Report**

### I. Grants Development Report

Dr. Lynch distributed and reviewed the Grants Development Report dated 6/15/16.

**II. Funded Grant Proposals**

## A. Panther Youth Partners

|  |  |  |
| --- | --- | --- |
|  | CareerSource Heartland | $1,200,000.00 |
| B. | **Murder on the Nile** |  |
|  | South Arts | $ 3,884.00 |
| C. | **Healthy Smiles for Highlands County** |  |
|  | Highlands County Hospital District | $ 12,000.00 |

**III. Declined Grant Proposal**

## A. Heartland Takes

National Endowment for the Arts Our Town Program $ 122,000.00

### IV. Federal Legislative Report

Dr. Lynch reported on the status of the federal budget and expected FY17 funding opportunities. She also discussed recommended Pell changes, Higher

Education funding and the “Perkins V”.

**June 15, 2016 Page 6**

Mr. Lambert asked Dr. Lynch about opportunities for our Hispanic students. Dr. Lynch referenced the HIS­Stem grant.

#### 9.4 President’s Report

Dr. Leitzel reported on the following college activities:

1. Reported on the Performance Funding, 2016­17 Proposed Modifications and 2016­17 Proposed Thresholds.
2. Announced that SFSC’s performance was a “Silver” with a score of 27.31 and received $411,973 for the fiscal year.
3. Announced that Roger Maris’ grandson has signed with SFSC Baseball team.
4. Announced and presented a new enrollment campaign for SFSC by WDM.
5. Asked DBOT for their approval for him to publicly support the Highlands County Sales Tax Referendum.
6. Reported that the Dental Hygiene Spring graduation class achieved a 100% pass rate.
7. Trustees signed a letter of appreciation to Governor Rick Scott for hosting the Workforce Summit.
8. Reported updates from the June 3rd Council of President’s meeting and comments made by Senator Negron. Board members engaged in a lengthy discussion on how to respond and/or address the opinions of Senator Negron with respect to the state college system.

**9.5 Board Attorney’s Report** Mrs. Karlson stated no report

#### 9.6 Board Members’ Reports

Mrs. Puckorius stated she would like a new ice cooler for the DBOT meetings. She applauded the “Silver” standing that SFSC received.

Mr. Backer thanked Vice President Little for the Budget Proposal. He wished June Weyrauch a Happy Birthday and welcomed Ashley Bennett as President Leitzel’s new executive assistant.

Mr. Lambert stated no report

Mr. Wright reported that at the Minority Male Initiative ~~that~~ the students looked up to and said how important Mr. Robert Hampton was to them.

Dr. Kirschner stated that the recent Governor’s Summit in Orlando was great.

Mrs. Cullens stated that there will be a Trustee conference call regarding learning fees. A breakout session is being considered for November. She also stated there is discussion about holding webinars for State of Florida Trustees. She stated that Palm Beach State College is concerned about fee waivers.

Mr. Bryan stated no report.

**9.7 Board Chair Report**

Mrs. Rider stated that she enjoyed the recent Governor’s Summit held in Orlando.

## 10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 6:14 p.m.