

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
AUGUST 24, 2016**

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

Excused: Mrs. Susie Hale and Mrs. Deborah Latter

Staff Present:	Mrs. Ashley Bennett	Mr. Erik Christensen	Ms. Cindy Garren
	Mr. Glenn Little	Ms. Melissa Lee	Dr. Lindsay Lynch
	Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch
	Dr. Tim Wise	Dr. Deborah Fuschetti	Mr. Keith Loweke
	Mrs. Jamie Bateman	Mrs. Michele DeVane	Mrs. Joan Davies
	Mrs. Karla Respress	Mrs. Stacy Sharp	Deputy Zack Lehman
	Dr. James Hawker	Dr. Tatyana Brusentsova	Mr. Jerry Donna
	Ms. Elena Rodriguez	Dr. Deborah Fuschetti	Mr. Lynn MacNeill

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 1:02 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mr. Derren Bryan.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Lambert made a motion, seconded by Mrs. Rider, to adopt the agenda of the regular meeting held August 24, 2016. 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

Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the minutes of the regular meeting held July 20, 2016.

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.**

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed. Mr. Wright asked that the May 4, 2017 Spring Commencement be added to the calendar. Mrs. Puckorius added she would like the Foundation and College holiday celebration dates on the calendar. Mrs. Cullens asked that webinar dates be included. Mr. Derren Bryan recommended changing the December 2016 Planning Workshop and the May 2017 Budget Workshop begin at 10:00 a.m. instead of 1:00 p.m. and the regular DBOT meetings to begin at 1:00 p.m.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Tatyana Brusentsova	Instructor, Physics	James Hawker	08/15/16
Joan Davies	Instructor, Speech	Michele DeVane	08/15/16
Karla Respress	Instructor, Art	Stacy Sharp	08/15/16
Elena Rodriguez	Financial Aid Specialist	Jerry Donna	07/05/16

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, full-time career services; faculty; resignations/terminations; and adjunct faculty 2016-17, academic year as needed.
(EXHIBIT "A")

5.2 Grant Applications

5.2.1 America's Promise – Job-Driven Grant Program

US Department of Labor

\$2,000,000.00 *

5.2.2 RSVP Augmentation Funding

Corporation for National and Community Service (CNCS) \$3,500.00

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register and summary through June 2016. *(EXHIBIT "B")*

Mr. Backer made a motion, seconded by Mr. Lambert, to approve the Consent Agenda, Items 5.1 through 5.3.1 with the amendment to 5.2.1 changing \$2,000,000 to approve the actual amount as ultimately submitted. 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.**

*(Note: The amount of the submitted grant request was \$3,942,202.00)

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Fee Proposal

Dr. Valentine introduced the fee proposal. *(EXHIBIT "C")*

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to approve the fee proposal 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 Capital Improvement Program (CIP)

Mr. Little presented the CIP proposal to the Board. He informed the Board the benefits to the college the CIP funding would provide. Mr. Wright questioned why the college swimming pool was listed at the bottom of the CIP proposal. Mr. Little informed him that state legislation does not favor for state funds to be used for projects that are tied to Athletics/Sports. *(EXHIBIT "D")*

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to approve the Capital Improvement Program plans for 2017-18 through 2021-22 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. 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 June 2016 as information items. Ms. Lee and Mr. Little also added that the college's ending fund balance was 9.87% *(EXHIBIT "E")*

9.2 Foundation Report

Mrs. Bateman reported that South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$19,172.89** from July 6, 2016 through August 10, 2016. She also reported that the average donation and number of new constituents year to date has increased. Mrs. Bateman up-dated the Board about the consultant agreement that Mrs. Puckorius presented to the Foundation Executive Board. The agreement was approved and has been signed. Dr. Leitzel thanked Mrs. Puckorius for her work on presenting the agreement to the Foundation Executive Board on behalf of the college. Mrs. Bateman did a recap of Convocation week and the involvement that the Foundation Executive Board had this year. She shared that she was on KISS 107.5 a local radio station and will be at the Sunrise Rotary club promoting SFSC. Mrs. Bateman shared that the Hotel Jacaranda room renovations are nearing completion and that there will be a revealing event to come.

9.3 Resource Development

I. Grants Development Report

Dr. Lynch distributed and reported on the Grants Development Report dated 8/24/16.

II. Funded Grant Proposals

- A. **Carl D. Perkins Rural and Sparsely Populated**
Florida Department of Education \$84,200.00
- B. **Florida Farmworker Career Development Program**
Florida Department of Education \$292,451.00

III. Declined Grant Proposals

- A. **Pre-Hospital Trauma Life Support Training Program**
Florida Department of Health \$36,256.00

IV. Federal Legislative Report

Dr. Lynch reported on the National Science Foundation Advance Technological Education grant. Dr. Lynch discussed the new proposal cycle beginning January 2017. She also announced she has been selected as the Grant Chair for USDA Rural Development and Health Resources and Services Administration (HRSA). She will be traveling with other grant writers the end of October 2016.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. SFSC's BS in the Nursing Program is fully accredited by ACEN.
2. Highlighted the pinning and graduation ceremonies that have occurred on campus. Up-dated Board of up-coming pinning and graduation ceremonies.
3. Gave a recap of Convocation updates for Trustees who were unable to attend.
4. Presented to the Board the years of service award recipients that were awarded during Convocation.
5. Called on Dr. van der Kaay who reported the GPS (Guide to Person Success - our SACSCOC QEP) numbers to the Board. He also shared a report from the National Community Colleges Benchmark Project that SFSC was ranked in the "best performers" 90th percentile at 20th in the ranking. Dr. van der Kaay gave more detail to the Board about how SFSC made it into the 90th percentile. He reported updated numbers to the Board that can be found in the SFSC Dashboard report on the college's website.
6. Shared that fall semester is underway and that college employees and faculty were out welcoming students the first day back.
7. Shared with the Board a "Welcome Back" video that Ms. Andrea Lott made for the students of the first day.
8. Gave updates on the Safety/Law Enforcement agreements with DeSoto and Hardee County. Pam Karlson added that the agreements were very extensive because others will be looking at our agreements. All the agreement templates will be structured very similar.
9. Introduced Deputy Zachary Lehman, Highlands Campus resource deputy, to the Board. Mrs. Puckorius asked who Deputy Lehman reports to. Deputy Lehman responded that his direct report is Sgt. Mike Brody but he reports to Sheriff Benton. His liaison here on the college is Mr. Keith Loweke. Dean Wise shared that Deputy Lehman has been very helpful already with some incidents. Mr. Backer added that this is a great way for a positive relationship between students and law enforcement.

9.5 Board Attorney's Report

Mrs. Karlson reported on additional Sunshine Law training that the Board had requested. She gave some background information and recommended an in-person presentation and training with Dr. Robert E. Lee. She informed the Board that he is available December 7, 2016 to do the training. Mr. Lambert added that he is an excellent presenter. **Mrs. Puckorius made a motion, seconded by Mrs. Rider, to have Dr. Robert E. Lee to present on December 7, 2016.** 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.**

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9.6 Board Members' Reports

Mrs. Puckorius said it was great to be back and thanked everyone for their kind words and concern for her husband.

Mr. Backer stated that he was able to attend Convocation and all but one of the luncheons at the other campuses. Mr. Backer stated that during Convocation he got the chance to speak with Mr. Curtis Ivy about the firearms training precautions given a recent training fatality in the Punta Gorda area.

Mr. Lambert stated no report.

Mr. Wright stated no report.

Dr. Kirschner stated no report.

Mrs. Cullens thanked everyone for their kind words and concern for her. She also informed the Board that she was on a phone conference with Karen Moore and our President's name was brought up on how he was trying to make a better name for State Colleges, rebrand and market what we do as a State College.

Mrs. Rider stated no report.

9.7 Board Chair Report

Mr. Bryan stated that Mr. Atchley, SFSC Found Board Chair, Dr. Leitzel and himself met with J.D. Alexander. He stated he was impressed with Mr. Alexander and what he can and will do for the college. Dr. Leitzel added that Mr. Alexander was very knowledgeable of SFSC and our mission. Mr. Bryan also stated that he would like the Board to be prepared for Board meetings by thoroughly reviewing agenda items. He also asked staff to be prepared to explain to the Board as needed. He would like this process to help the Board meetings to move more efficiently.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:49 p.m.