

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JANUARY 18, 2017**

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: Ms. Melissa Lee

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
	Dr. Robert Flores	Mr. Gregson Fortaleza	Dr. Deborah Fuschetti
	Ms. Cindy Garren	Mrs. Susie Hale	Dr. Michele Heston
	Mrs. Deborah Latter	Mr. Glenn Little	Dr. Lindsay Lynch
	Mr. Lynn MacNeill	Mr. Frankie Rodriguez Martinez	Mr. Richard Merritt
	Mrs. Asena Mott	Dr. Sidney Valentine	Dr. Chris van der Kaay
	Mrs. June Weyrauch	Dr. Tim Wise	

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 1:03 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. Backer made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held January 18, 2017 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.

1.2 Approval of Minutes

1.2.1 Planning Workshop Minutes

Mrs. Rider made a motion, seconded by Mrs. Cullens, to approve the minutes of the planning workshop held December 7, 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.**

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held December 7, 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.**

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed. No changes were recommended.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introductions

Employee	Position	Supervisor	Hired
Gregson Fortaleza	End User Support Analyst I	Richard Merritt	09/06/16
Asena Mott	Director, DeSoto Campus	Sidney Valentine	11/8/16
Frankie Rodriguez Martinez	End User Support Analyst I	Richard Merritt	09/01/16

2.2 Employee Retirement Recognition

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to recognize the retirement of Mrs. Susan D. Hale, for her 31 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 professional; full-time career staff; retirements; terminations; and adjunct faculty 2016-17, academic year as needed. **(EXHIBIT "A")**

5.2 Grant Applications

5.2.1 Arts Engagement in American Communities

National Endowment for the Arts - \$10,000

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 December 2016. *(EXHIBIT "B")*

Mrs. Rider made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.3.1 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 POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Valentine introduced the curriculum proposals. Dr. Valentine explained why the keyboarding classes were slated for reinstatement. Dr. Valentine also shared with the Board that students requested the overseas study. *(EXHIBIT "C")*

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 President's Annual Performance Review

Mr. Bryan reported that after reviewing Dr. Leitzel's evaluations submitted to Mrs. Pam Karlson, College Attorney, from the Trustees, he found that Dr. Leitzel had met and exceeded the performance indicators on which the evaluation was based. Mr. Bryan then asked for a motion to accept the extension of a three year continuing contract for Dr. Leitzel through June 30, 2020.

Mrs. Puckorius made a motion, seconded by Mr. Wright, to accept the evaluations results and extend a three year continuing contract for Dr. Leitzel through June 30, 2020. 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. Bryan shared that he had a conference with Dr. Leitzel about the Trustees performance evaluations. Mr. Bryan requested College Attorney Karlson work with staff to prepare the appropriate documents to reflect the Board's action.

9.0 REPORTS

9.1 Financial Report

Mr. Little reported on behalf of Ms. Lee the financial graphs and a summary of revenue and expenditures through the month of December 2016. *(EXHIBIT "E")*

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$39,824.60** from November 16 through January 3, 2017. Mrs. Bateman shared that the Board Awareness Campaign has been in the community doing presentations to promote the college and Foundation. Mrs. Bateman informed the Board that at her presentation with the Sebring Rotary Club, the college received a donation and stated they are working on growing their endowment to a goal of over \$100,000. Mrs. Bateman reported that the Highlands County Bar Association met their goal of \$10,000 for their endowment. Mrs. Bateman gave some event updates from the holiday season events, which attendance increased from last year. Mrs. Bateman shared a video clip called Florida on a Tankful, which aired on television and was put together by Mrs. Joan Hart and Mrs. Casey Wohl Hartt to promote the Hotel Jacaranda.

9.3 Resource Development

I. Grants Development Report

Dr. Lynch distributed and reviewed the Grants Development Report dated 1/18/17.

II. Funded Grant Proposals

A. Beauty and the Beast Advertising

Highlands County Tourist Development Council	\$1,000
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III. Declined Grant Proposals

A. Central Florida BRIDGE

US Department of Labor	\$3,942,202
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IV. Federal Legislative Report

Dr. Lynch stated the college is entering into a busy year of grants development and gave a brief presentation on the status of the federal budget and expected FY17 funding opportunities. She shared that the Continuing Resolution for FY17 will continue through April 2017. Dr. Lynch reported on the status of key higher education legislation. Mr. Wright asked if Pell grants are not paying for summer school. Dr. Lynch informed him it has not been authorized but there is some discussion of short-term Pell programs. She stated she will update the Board of any changes at the February Board meeting.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Thanked the Board for their thorough review of his performance.

2. Thanked Trustees for their donation to the Holiday luncheon and thanked Mr. Backer for his individual work.
3. Reviewed December college highlights: 2016 Meritorious award recipients; Employee Holiday Luncheon; fall commencement on December 14.
4. Shared he is looking forward to working with our new superintendents.
5. Mentioned College System enrollment down 1.5-1.8 percent, but SFSC Spring credit enrollment appears to be up.
6. Shared requests from Governor Rick Scott: letter to graduates; letter to freshmen; letter request to Board Chair; letter of engagement in the following areas of high school and business firms.
7. Highlighted First Responders Week and shared the Thank You card that Community Relations made for our community first responders.
8. Shared new MOFAC exhibit – The Art of Life.
9. Tallahassee News – highlighted initial legislative expectations – change in performance indicators; possibility for formal transfer agreement; inquiry on Foundation fund balance; Guns on Campus (SB 140) gaining traction – SFSC considering safety measures.
10. Thanked J.D. Alexander for his work on the behalf of SFSC.
11. Shared he was advised to register as a lobbyist, followed by a request to appear form.
12. Mentioned the invitation to the Governor Jobs Summit in Orlando, February 2-3, 2017.
13. Shared a Sun-Herald news editorial.

9.5 Board Attorney's Report

Mrs. Karlson thanked the Trustees for quick responses to the President performance evaluations and wished everyone a Happy New Year.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Mr. Lambert congratulated Mrs. Hale for her work and she will be greatly missed.

Mr. Wright shared a story about one of his employees, who stayed at the Hotel Jacaranda for two months. He stated the staff took great care of her while she was recovering.

Dr. Kirschner stated no report.

Mrs. Cullens shared she had a conference call with the System Foundation Board and the foundation fund balance issue came up in discussion. Mrs. Cullens stated that we need to be prepared for this year. She wished everyone a Happy New Year.

Mrs. Rider shared that she also had a wonderful experience at the Hotel Jacaranda and wished everyone Happy New Year.

9.7 Board Chair Report

Mr. Bryan shared with the Board what he observed while in Tallahassee for the meeting that Governor Scott requested for all College Board Chairs. He stated that

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he has an optimistic outlook when it comes to legislation. Mr. Bryan recapped his meeting and the expectations the Governor has for all state colleges regarding keeping tuition low and emphasizing job training. Mr. Bryan shared that his report on our OER was a big success at the conference and that Governor Scott specifically asked to know more about the SFSC OER program. Mr. Bryan shared the Governor's expectations and shared some suggestions on what SFSC could do to fulfill the governor's requests.

Audit Exit Conference: Mr. Bryan shared with the Board that he attended an exit conference on January 18, 2017 with state auditors and SFSC has no material findings.

Dr. Leitzel thanked Mr. Bryan for taking his time to go to Tallahassee, FL and represent SFSC. Dr. Leitzel asked if the Trustees would like for him to forward the invitation from Governor Scott for the Governor Jobs Summit in Orlando, FL.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:02 p.m.