MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
APRIL 26, 2017

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

Excused: Dr. Louis H. Kirschner and Mrs. Lana C. Puckorius

Staff Present: Mrs. Jamie Bateman Mrs. Ashley Bennett Mr. Erik Christensen
Dr. Deborah Fuschetti Ms. Cindy Garren Dr. Michele Heston
Mr. Don Kesterson Mrs. Deborah Latter Ms. Melissa Lee
Mr. Glenn Little Dr. Lindsay Lynch Mr. Lynn MacNeill
Dr. Sidney Valentine Dr. Chris van der Kaay Mrs. June Weyrauch
Ms. Kendall Carson Dr. Bill Gregory Ms. Tara Jefferies
Ms. Dominique Robinson Dr. Robert Flores Mrs. Lisa Johnson-Decarie
Mr. Andrew Polk Mrs. Tina Gottus Mrs. Melanie Jackson
Ms. Charlotte Pressler Mr. Bobby Sconyers

Excused: Dr. Tim Wise

Others Present: Mr. Earl Claire and Mrs. Olivia Scott

CALL TO ORDER
At 1:00 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
Mrs. Rider made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting held April 26, 2017 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Rider and Mr. Wright. Motion carried by unanimous vote.

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes
Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held March 22, 2017 as presented. Those voting in favor of the motion were Mr. Backer,
1.3 Review of Agenda Master Calendar
The Agenda Master Calendar was reviewed. Mr. Backer stated that he would like to have the June 21 Board meeting at the Hardee Campus. Trustees discussed the pros and cons of having the Board meetings moved to the other campuses and how it would affect the college staff. Mr. Lambert stated it would be nice to meet at the other campuses once a year. No motion was made to change the meeting site. Mr. Lambert suggested moving the July 26 Board meeting to accommodate conflicting schedules. Trustees discussed possible dates to accommodate all of their schedules. **Mrs. Cullens made a motion, seconded by Mr. Backer to move the July 26 Board meeting to July 17.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 Employee Retirement Acknowledgement
Mr. Lambert mad a motion, seconded by Mr. Wright, to acknowledge the retirement of Dr. Bill Gregory for his many years of service to South Florida State College. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

2.2 New Employee Introductions

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Supervisor</th>
<th>Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kendall Carson</td>
<td>Program Specialist, Agriculture</td>
<td>Tom Bush</td>
<td>01/03/17</td>
</tr>
<tr>
<td>Dominique Robinson</td>
<td>Case Manager, Farmworker Career Development Program</td>
<td>Tara Jefferies</td>
<td>01/09/17</td>
</tr>
</tbody>
</table>

3.0 PUBLIC COMMENT
None

4.0 PRESENTATION

4.1 Student Life, Activities, Services and Athletics
Mr. Andrew Polk introduced the athletic coaches on behalf of Dr. Tim Wise, who in turn, brought forward members of the Panther softball, volleyball, cross country and baseball teams. Mr. Andrew Polk, student activities director, introduced members of the Student Government Association; along with advisors and members of clubs and organizations. *(EXHIBIT “A”)*

4.2 SFSC Annual Equity Update Report
Dr. van der Kaay and Mr. Kesterson presented the SFSC 2016-17 Annual Equity Report Update. The report was presented for acceptance under Agenda Item 8.1. The Trustees received a copy of the full report. *(EXHIBIT “B”)*
5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions
Approved a list of appointments, full-time career staff; retirements; resignations; terminations; reappointments, full-time professional 2017-18 staff and full-time career staff 2017-18; *(EXHIBIT “C”)*

5.2 Agreement and Contracts
5.2.1 Approved contracting for continued legal services with Allen, Norton & Blue, P.A. and Karlson Law Group, P.A. for the 2017-2018 fiscal year under the terms and rates as presented. *(EXHIBIT “D”)*
5.2.2 Approved the agreement between Glades County, Florida and South Florida State College as presented. *(EXHIBIT “E”)*
5.2.3 Approved the renewal of a training agreement between CareerSource Southwest Florida and South Florida State College as presented. *(EXHIBIT “F”)*
5.2.4 Approved the renewal of a training agreement between CareerSource Polk and South Florida State College as presented. *(EXHIBIT “G”)*

5.3 Grant Applications
5.3.1 Perkins Grants
Florida Department of Education
Rural and Sparsely Populated $101,790
Postsecondary Career and Technical Education $152,062
5.3.2 Adult General Education - Highlands County
Florida Department of Education $206,223
5.3.3 EL Civics - Highlands County
Florida Department of Education $43,156
5.3.4 EL Civics - Hardee County
Florida Department of Education $30,000
5.3.5 Great Performances in Florida’s Heartland
Florida Division of Cultural Affairs $90,000
5.3.6 MOFAC Exhibit
Florida Division of Cultural Affairs $10,000

5.4 Operational Actions
5.4.1 Monthly Accounts Payable/ Payroll Check Register
Table the monthly accounts payable/monthly payroll check register and summary through March 2017. *(EXHIBIT “H”)*
5.4.2 Uncollectible Debt
Approved the write off of uncollectible debt in the amount $20,115.75 as presented. *(EXHIBIT “I”)*

Mrs. Rider made a motion, seconded by Mrs. Cullens, based on current college procedures to remove the grant applications segment from the agenda; instead, the Board will approve all funded grants. The president will inform Board of grant applications as appropriate. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**
Mrs. Cullens made a motion, seconded by Mr. Lambert, to approve the Consent Agenda, Items 5.1 through 5.4.2, with the removal of section 5.3 and to table item 5.4.1 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, 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. Valentine introduced the curriculum proposals. (EXHIBIT "J")

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

8.0 PURCHASING AND OTHER ACTION ITEMS
8.1 SFSC Annual Equity Report
The SFSC 2016-17 Annual Equity Update Report was presented for acceptance and to authorize its submission to the Florida Department of Education as presented under Agenda Item 4.2. (EXHIBIT "K")

Mr. Wright made a motion, seconded by Mr. Backer, to accept SFSC’s 2017 Annual Equity Update Report, and to authorize its submission to the Florida Department of Education as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, 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 March 2017. (EXHIBIT "I")

9.2 Foundation Report
Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of $36,556.99 from March 3 through April 11, 2017. Mrs. Bateman gave a recap of the Tour of the Campus Day events at the Hardee and DeSoto campuses. She updated the Trustees on the Foundation Gala that is on April 29th. She shared that as of today, April 26th the Foundation has 163 attendees and 15 sponsors for the Gala. She announced to the Trustees that Take Stock in Children has signed five 10th graders for scholarships. Dr. Leitzel and Mrs. Bateman informed the Trustees about presenting some naming opportunities to the Foundation Board at their next meeting on May 9. This would be a great opportunity for the Capital Campaign. Trustees unanimously agreed the presentation would be beneficial to the campaign.
9.3 Resource Development

I. Grants Development Report
Dr. Lynch distributed and reviewed the Grants Development Report dated 4/26/17. Dr. Lynch detailed the current list of grant applications at the request of a Trustee.

II. Funded Grant Proposals
A. Highlands County Retired and Senior Volunteer Program (RSVP)
   Corporation for National and Community Service $48,034

B. Engaging Rural Audiences Through the Arts
   National Endowment for the Arts $10,000

III. Declined Grant Proposals
None to report.

IV. Federal Legislative Report
None to report.

9.4 President’s Report
Dr. Leitzel reported on the following college activities:
1. Gave recognition to the SFSC Unstoppable marketing campaign.
2. Special recognition to Ashley Bennett and June Weyrauch for Administrative Professional Day.
3. Asked Mr. Andrew Polk to report on behalf of Dr. Tim Wise, on the Minority Male Initiative that took place on the Highlands Campus on April 7th. Mr. Polk shared with the Trustees that the MMI was a huge success and gave a brief background of the event.
4. Shared the Rotaract Club will be attending the Freedom Flight event.
5. Informed Trustees of the Dental Hygiene pinning ceremony on April 21st and shared that all nine students (100%) passed their National Board Exam.
6. Congratulated and thanked Ms. Cindy Garren for a successful Reveal Dinner event.
7. Shared with the Trustees the Annual Student Art Exhibit show.
8. Regional Update – Had very successful collaborative meeting with Superintendent Cline and Superintendent Longshore. Gave background and update on the progress the College is having with working with both DeSoto and Highlands School Boards on program development.
9. Shared a video and a proclamation from Governor Scott declaring April as Florida College System month.
10. Distributed packets to Trustees with a letter from the Governor that was sent to the FCS, data points and a graduation ceremony schedules.
11. Shared Senate & House appropriations. Dr. Leitzel shared an update with Trustees from J.D. Alexander about the appropriations. J.D. Alexander will report to the Trustees on May 24th.
12. Shared SB 374 is still gaining traction.
13. Stated that SFSC was one of eleven colleges that received national recognition as 2017 “Most Promising Places To Work In Community Colleges” by Diversity magazine.

14. Asked Dr. Heston to share with the Trustees information about the Conference of Caring being hosted on the Highlands Campus on April 24th. Dr. Heston thanked the Foundation and Florida Hospital for their help funding the event.

15. Gave update on the two Spring commencement ceremonies on May 4th.

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

9.6 **Board Members’ Reports**
Mr. Lambert stated he loved seeing all the students that came to represent their clubs/organizations. He thanked the Trustees that were able to represent SFSC in Tallahassee. Mr. Lambert congratulated Ms. Cindy Garren on the Reveal Dinner.

Mr. Wright stated that the MMI was yet again another great event. He thanked Mrs. Karlson for her public service and the service she does for the college. Mr. Wright shared that the college is getting great coverage in the local newspapers and thanked Mrs. Deborah Latter for her work in Community Relations.

Mrs. Cullens shared that the PTK All-American ceremony in Tallahassee was a great experience. She thanked Dr. Valentine for his work for the college.

Mrs. Rider stated no report.

Mr. Backer shared a story about a student and her experience with SFSC. He stated that the college was doing a great job.

9.7 **Board Chair Report**
Mr. Bryan stated no report.

10.0 **ADJOURNMENT**
There being no further business to come before the Board, the meeting adjourned at 3:17 p.m.