MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 21, 2017

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

Excused: Mr. Joe Wright and Mrs. Kris Y. Rider

Staff Present: Mrs. Jamie Bateman  Mrs. Ashley Bennett  Mrs. Kathleen Cappo
               Dr. Robert Flores  Dr. Deborah Fuschetti  Ms. Cindy Garren
               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. Mary VonMerveldt
               Mrs. June Weyrauch  Dr. Tim Wise

Excused: Mr. Erik Christenesn  Dr. Michele Heston

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER
At 1:01 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. Cullens made a motion, seconded by Dr. Kirschner, to adopt the agenda of the regular meeting held June 21, 2017 as presented.
Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens,
Mr. Lambert, Dr. Kirschner, and Mrs. Puckorius. Motion carried by unanimous vote.

1.2 Approval of Minutes
1.2.1 Budget Workshop Meeting Minutes
Mr. Backer made a motion, seconded by Mr. Lambert, to approve the minutes of the budget workshop held May 24, 2017 as presented. Those voting in favor of the motion were Mr. Backer,
Mr. Bryan, Mrs. Cullens, Mr. Lambert, Dr. Kirschner, and Mrs. Puckorius. Motion carried by unanimous vote.
1.2.2  Regular Meeting Minutes
Mr. Backer made a motion, seconded by Mr. Lambert, to approve the minutes of the regular meeting held May 24, 2017 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Dr. Kirschner, and Mrs. Puckorius. **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
None

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 professional staff; full-time career staff; terminations; reappointments, full-time administrative staff; full-time professional staff; adjunct faculty, 2016-17, academic year as needed; adjunct faculty, 2017-18, academic year as needed. *(EXHIBIT “A”)*

5.2  Operational Actions
5.2.1  Monthly Accounts Payable/Payroll Check Register
Table the monthly accounts payable/monthly payroll check register and summary through May 2017. *(EXHIBIT “B”)*

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to approve the Consent Agenda, Items 5.1 through 5.2.1 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Dr. Kirschner, and Mrs. Puckorius. **Motion carried by unanimous vote.**

6.0  PLANNING AND POLICY ISSUES
None

7.0  ACADEMIC AND STUDENT MATTERS
7.1  Fee Proposals
Dr. Valentine introduced the fee proposals. *(EXHIBIT “C”)*

Dr. Valentine explained to the Board about the Fee and Tuition Increases; Sunshine Law letter that was sent from Chancellor Madeline Pumariega. Per Florida Statute 1009.23, all Florida colleges are to publicly notice increase tuition or fee proposals twenty-eight days before its consideration at a Board of Trustees meeting. SFSC fee proposals were publicly noticed in the local newspaper on May 25th and May 28th. SFSC also posted the fee proposals on the college website, D2L and sent an email to
all students. The college received one letter expressing a concern about fees. Dr. Leitzel responded to this letter. Dr. Valentine gave the Board of Trustees an explanation about fee proposals as follows:  

\[ \text{EXHIBIT "D"} \]  

CET 2930C – Selected Topic in Computer Networking  
- COMPTIA Security+ Voucher (Courseware Bundle)  
- Moved fee from CET 1660C  
- Also an increase of $11.00 (this fee is a pass through increase)

CGS 1061C – Fundamentals of Computers  
- CompTIA IT Fundamental Voucher  
- CompTIA CertMaster for IT Fundamentals – Individual License

CJK 0023 – Introduction to Law Enforcement (Auxiliary Course)  
- To comply with FL Division of Law Enforcement Standards  
- Course went from 319 to 364 hours (direct cost of fees for additional hours)  
- Increase in fees include uniforms, handouts, first aid training, vehicle operations supplies, firearms training supplies, stun guns and chemical agent training supplies.

CTS 2142 – Project Management  
- CompTIA Project+ Certification Voucher (Courseware Bundle) Exam

ETP 0170 – Pole Climbing, Ropes and Rigging  
- Increase includes hand tools, steel toed boots and vehicle fuel costs.

NURS 3065C – Health Assessment, Wellness and Prevention  
- Moved “Shadow Health Inc.” Computer software with interactive modules for assessment skills from a bookstore add on to fees as the program will now be supplied directly from the department.

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

8.0 PURCHASING AND OTHER ACTION ITEMS  
8.1 Recertification of Direct Support Organization  
Mrs. Bateman presented a request to accept the SFSC Foundation 2016 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 (DSO) for the 2017-2018 fiscal year. \[ \text{EXHIBIT "E"} \]  

Mr. Lambert made a motion, seconded by Mrs. Puckorius, to accept the SFSC Foundation 2016 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 2017-18 fiscal year. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, and Mrs. Puckorius. Motion carried by unanimous vote.
8.2 **Capital Improvement Program (CIP)**
Mr. Little presented a request to accept the Capital Improvement Program Plans for 2018-19 through 2022-23 and submission to the Division of Florida Colleges.
Mr. Little gave brief description of the CIP assessment and the needs of the college. 

(Exhibit “F”)

Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to approve the Capital Improvement Program Plans for 2018-19 through 2022-23 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, and Mrs. Puckorius. 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 May 2017. (Exhibit “G”)

9.1.1 **Lake Placid Montessori Academy, LLC**
Mr. Little presented a rental opportunity to the Board of Trustees with Lake Placid Montessori Academy, LLC (LPMA). The lease agreement with Redlands Christian Migrant Association ended on May 31, 2017. LPMA would like to enter into a similar lease agreement with SFSC to use Building 500 at the Lake Placid Center. Mrs. Pam Karlson, College Attorney, has drafted a lease agreement which is currently under consideration.

9.2 **Foundation Report**
Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of $74,743.26 from May 10 through June 6, 2017. Mrs. Bateman shared that twenty-three Take Stock in Children students graduated and eleven plan to attend college at SFSC. Mrs. Bateman thanked the Board of Trustees for their help with putting her in contact with potential donors that would like to take advantage of the building naming opportunity.

9.3 **Resource Development**

I. **Grants Development Report**
Dr. Lynch distributed and reviewed the Grants Development Report dated 6/21/17. Dr. Lynch reported on grants submitted and in development.

II. **Submitted Grant Proposals**

A. **Adult General Education**
Florida Department of Education
(Highlands County) $206,223
(Hardee County) $38,560

B. **Integrated English Literacy and Civics Education**
Florida Department of Education
(Highlands County) $43,156
C. Great Performances in Florida’s Heartland
   Florida Division of Cultural Affairs $90,000

III. Proposal in Development
   A. Hardee County Marine Aquaculture Project
      U.S. Economic Development Administration $500,000

IV. Federal Legislative Report
   None to report.

Dr. Lynch gave a presentation to the Board of Trustees on *Spawning Innovations in Florida Marine Aquaculture* for the Hardee County Marine Aquaculture grant that is in the development process. Dr. Lynch shared some background on the program and shared a video on the Mote Marine Research Program. Dr. Lynch went through the benefits of a land-based aquaculture program with the Trustees.

9.4 President’s Report

Dr. Leitzel reported on the following college activities:
1. Wished Mrs. June Weyrauch happy birthday.
2. Recognized 23 TSIC graduates at the TSIC Mentor Appreciation event.
3. Announced that the Law Enforcement Graduation on July 13th was standing room only and thanked Mr. Backer and Mrs. Rider who were in attendance.
4. Shared SFSC was named one of eleven colleges as “Most Promising Places to Work 2017” by Diverse Magazine.
5. Thanked Mrs. Mary VonMerveldt, Director of Nursing, for her work and recognized the thirty-four Associate Degree Nurses that graduated on June 15th.
6. Shared the end of the year enrollment report. Enrollment is up 3.53% from last year. Dr. Leitzel also shared that the DeSoto Campus’ enrollment is up 90%.
7. Reported on the new enrollment campaign roll-out to begin on July 5th. Dr. Leitzel shared an article from the Chronicle with the Board of Trustees. Dr. Leitzel stated that we still do not know what the performance indicators will be for this year.
8. Legislative Update – Special Session started June 7th; No veto on FCS Budget; Enterprise Florida was granted $85 million, colleges are eligible to submit grants; Governor vetoed SB 374. Dr. Leitzel shared a letter that came from Governor Scott and a letter of appreciation to send to him on behalf of our Board of Trustees.
9. Highlighted – COP Meeting in St. Augustine; New Legislative strategy, starting in August form a fund raising event and hold a reception during the COP Meeting in Orlando – August 24th.
10. Shared Florida Chamber Florida Future conference, September 27-29th in Orlando, FL.
11. Announced to Trustees that Senator J.D. Alexander is considering running for Denise Grimsley’s Senate seat.
12. Dr. Leitzel asked for feedback from Trustees about SFSC potentially hosting a Job Summit in November. Trustees shared their thoughts, suggestions and concerns about SFSC hosting a Job Summit.
9.5 **Board Attorney’s Report**
Mrs. Karlson stated no report.

9.6 **Board Members’ Reports**
Mrs. Puckorius stated no report.
Mr. Lambert stated no report.
Mrs. Cullens stated no report.
Mr. Backer stated no report.
Dr. Kirschner stated no report.

9.7 **Board Chair Report**
Due to a conflicting appointment Mr. Bryan had to leave the Board meeting.
Mr. Bryan asked Vice Chair Mr. Backer to take over the board meeting. There was no chair report.

10.0 **Adjournment**
There being no further business to come before the Board, the meeting adjourned at 2:25 p.m.