

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JULY 17, 2017**

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

Excused: Mr. Ken Lambert

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mrs. Kathleen Cappel
Dr. Robert Flores	Dr. Deborah Fuschetti	Ms. Cindy Garren
Dr. Michele Heston	Mr. Don Kesterson	Mrs. Cindy Kinser
Mrs. Deborah Latter	Ms. Melissa Lee	Mr. Glenn Little
Dr. Lindsay Lynch	Mrs. June Weyrauch	Dr. Chris van der Kaay
Dr. Tim Wise		

Excused: Mr. Erik Christensen

Others Present: Mrs. Barbara Kirschner

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 Mr. Wright, to adopt the agenda of the regular meeting held July 17, 2017 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, 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 June 21, 2017 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Annual Reorganization of the Board

Following the District Board of Trustees Policy 2.02, **Mr. Bryan called for nominations to serve as the 2017-2018 District Board of Trustees Chair. Mrs. Puckorius moved and Mrs. Cullens seconded the nomination of Mr. Backer. Mr. Bryan asked if there were any other nominations. Dr. Kirschner moved that nominations be closed. Mr. Bryan then called for a vote.** Those voting in favor of the motion were Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. Mr. Backer abstained. **Motion carried by unanimous vote.**

Mr. Bryan called for nominations to serve as the 2017-2018 District Board of Trustees Vice Chair. Mrs. Puckorius moved and Mr. Wright seconded the nomination of Mrs. Cullens. Mr. Bryan asked if there were any other nominations. Dr. Kirschner moved that nominations be closed. Mr. Bryan then called for a vote. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mrs. Cullens abstained. **Motion carried by unanimous vote.**

Mr. Bryan called for nominations to serve as the 2017-2018 SFSC Foundation Liaison. Mr. Wright moved and Mrs. Cullens seconded the nomination of Mrs. Puckorius. Mr. Bryan asked if there were any other nominations. Dr. Kirschner moved that nominations be closed. Mr. Bryan then called for a vote. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mrs. Puckorius abstained. **Motion carried by unanimous vote.**

Mr. Bryan thanked the Board for their support during his chairmanship this past year. Dr. Leitzel thanked Mr. Bryan for his work with the Board over the past year and presented him with a personalized RTC cup. The cup is engraved with college logo and an inscription: "In recognition of distinguished service, Derren J. Bryan, South Florida State College, District Board of Trustees, Chairman, 2016-2017" At Mr. Backer's request, Mr. Bryan continued the meeting as Chair.

1.4 Adopting of 2017-2018 Meeting Schedule and Review of Agenda Master Calendar

Dr. Leitzel presented the proposed meeting schedule and Agenda Master Calendar to the Board. He asked the Board to review the dates and to address any conflicts they have. Mr. Backer asked for the tentative February 21st and March 21st dates to be checked, as they are on the third Wednesday of the month. Mr. Backer stated as the new Chair, he would like to keep the 1:00 p.m. meeting time the same for the upcoming year, the Board agreed. Mr. Wright stated that he would need to check his calendar as he believes he has a conflict with the tentative March 21st date.

Mrs. Cullens asked the following events be added to the Agenda Master Calendar: AFC Trustees Annual Conference, November 1-3, 2017 in Palm Harbor, FL. and ACCT Leadership Congress, October 24-27, 2018 in New York, NY.

Consensus of the Board to adopt the Meeting Schedule and Agenda Master Calendar as presented. Those in favor of the consensus were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Consensus carried by unanimously.** [\(EXHIBIT "A"\)](#)

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; resignations; reappointments, full-time faculty 2017-18; adjunct faculty, 2016-17, academic year as needed. [\(EXHIBIT "B"\)](#)

5.2 Agreements and Contracts

5.2.1 Approved the renewal of the training agreement with Florida Department of Health as presented. [\(EXHIBIT "C"\)](#)

5.3 Grant Awards

5.3.1 Celebrating the Arts in Florida's Heartland

Florida Division of Cultural Affairs \$ 16,855

5.3.2 Healthy Smiles for Highlands County

Highlands County Hospital District \$ 17,000

5.3.3 Panther Youth Partners

CareerSource Heartland \$ 550,000

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

The summary information of disbursements of all funds through June 2017 will be provided in the August 2017 District Board of Trustees agenda due to the year-end closing process currently underway.

Mr. Wright made a motion, seconded by Mrs. Cullens, to approve the Consent Agenda, Items 5.1 through 5.4.1 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, 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. Heston presented the curriculum proposals on behalf of Dr. Valentine and answered questions from the Board. (EXHIBIT "D")

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

8.0 PURCHASING AND OTHER ACTION ITEMS

None

9.0 REPORTS

9.1 Financial Report

Ms. Lee reported the graphs and summary of revenues and expenditures compared to budgeted funds will be provided in the August 2017 District Board of Trustees agenda due to year-end closing procedures currently underway.

Ms. Lee gave a verbal update and Mr. Little reported that the year-end fund balance will be 9.9%.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$2,478.30** from June 7 through July 3, 2017. Mrs. Bateman shared she just received notice that the Foundation will receive \$10,697 from the Florida Blue Nursing and Allied Health Scholarships. This does require a matching donor, to which the Foundation has, making the total to \$21,394.00 that will benefit the Allied Health Students this fall. The First Generation Grant received \$16,191 and with the match donor, making the \$32,382.00. Mrs. Bateman shared that the Foundation worked with the College IT Department on setting up a computer program called Constant Contact, which will help with communications with alumni.

9.3 Grants Development and Federal Relations Report

I. Grants Development Report

Dr. Lynch distributed and reviewed the Grants Development Report dated 7/17/17. Dr. Lynch reported on the Hardee County Marine Aquaculture Project grant that was submitted. Mr. Wright shared some positive and encouraging information about his connections with the lobbyist for the Marine Aquaculture Project.

II. Submitted Grant Proposals

A. Hardee County Marine Aquaculture Project

U.S. Economic Development Administration

\$ 500,000

III. Federal Legislative Report

None to report.

Dr. Lynch shared with the Board that SFSC will be submitting for part of the \$85 million Florida Job Growth initiative grant. She also announced that Orange Juice to Olive Oil grant that SFSC submitted was accepted into the proposal for the State of Florida.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Announced the USDA grant approval of the Orange Juice to Olive Oil grant. Thanked Dr. Lynch for her work on the grant and building a partnership with Mr. Bill Lambert.
2. Shared information about the Florida Job Growth grant opportunity with the Board.
3. Thanked Mr. Backer and Dr. Kirschner for attending Governor Scott's roundtable discussion in DeSoto County as representatives of SFSC.
4. Announced that Senator J.D. Alexander had decided not to run for Senator Denise Grimsley's seat.
5. Shared with the Board that SFSC prepared for the JRCERT accreditation site visit a year in advance and the departing report was very favorable. Dr. Leitzel informed the Board that the JRCERT visitation team only had one recommendation for SFSC out of fifty-three standards they were auditing. Dr. Leitzel recognized Dr. Heston and her team for their hard work and dedication in preparing for this site visit.
6. Informed the Board that he attended a COP Meeting/Steering Committee in Tampa. The purpose of this meeting was to establish the legislative agenda.
7. Highlighted – Convocation – August 14th. Mr. Backer will bring greetings as the 2017-18 Chair. He also shared that Gabrielle Bosche "The Millennial Entrepreneur" will be speaking at Convocation; Fall Semester will start August 18th.
8. Highlighted – COP Reception for Senator Latvala, in Orlando – August 24th; Trustee Webinar – September 14th; ACCT Leadership Congress in Las Vegas – September 25-28th; Fund Raising Event in Daytona – October 3-5th.
9. Shared updated "Unstoppable" marketing campaign with the Board.
10. Discussed Performance Indicators with Board. Dr. Leitzel shared with the Board SFSC's ranking from last year, a high "silver" and that our goal was to achieve a "gold" status with the FCS. Dr. Leitzel announced to the Board that the State Board was meeting today to vote on -performance measures and performance funding for 2017-18. Dr. Leitzel was able to share that SFSC was ranked "gold" with a score of 37.15 for 2017. This means that SFSC will receive additional non-recurring revenue of \$269,000, if the State Board approved the performance indicators today, July 17, 2017. Dr. Leitzel recommended to the Board, in addition to the \$500 non-recurring salary supplement that was approved in May to all full-time employees, an additional one-time salary supplement as follows:

- i. FT Faculty: \$500 + 1% of base salary
- ii. FT Staff and Admin: 1% of base salary
- iii. PT Employees in regular established positions: \$400

Dr. Leitzel added to be eligible, employees had to be hired before February 1, 2017 and distributions will be in the November 2017 payroll.

Mrs. Rider made a motion, seconded by Mr. Wright, to approve the recommendation of distributing extra funding contingent on approval by State Board of the amendment to Rule 6A-14.07621 Performance-Based Incentive Program. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius thanked Mr. Bryan for his leadership as the 2016-17 Chair.

Dr. Kirschner thanked Mr. Bryan for his leadership.

Mr. Wright thanked Mr. Bryan and congratulated him on a successful year as Chair.

Mrs. Cullens thanked Mr. Bryan for his leadership this past year. She shared with the Board that she attended the ACCT Board Meeting in New Jersey, where she was able to share information about SFSC's Textbook Affordability Program. She also was happy to share that SFSC was the only college to report an increase in enrollment.

Mrs. Rider thanked Mr. Bryan for a successful year as Chair.

Mr. Backer thanked Mr. Bryan for his service as Chair. He also shared he looks forward to serving as the 2017-18 Chair.

9.7 Board Chair Report

Mr. Bryan thanked faculty, staff, and administration for their hard work. He shared how much he has enjoyed serving as Chair. He stated he was grateful for the opportunity and thanked everyone again for a great chairmanship.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:56 p.m.