

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JANUARY 24, 2018**

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

**Excused:** Mrs. Kris Y. Rider

**Staff Present:**

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
Dr. Robert Flores	Dr. Deborah Fuschetti	Ms. Cindy Garren
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Dr. Michele Heston
Ms. Melissa Lee	Mr. Glenn Little	Dr. Lindsay Lynch
Mr. Lynn MacNeill	Ms. Tasha Morales	Mrs. Daisy Ramirez
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. Tim Backer.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Lambert made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting held January 24, 2018 as presented.**

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, and Mr. Wright.

**Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Planning Workshop Minutes**

**Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve the minutes of the planning workshop held December 6, 2017 as presented.**

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, and Mr. Wright. **Motion carried by unanimous vote.**

**1.2.2 Regular Meeting Minutes**

**Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to approve the minutes of the regular meeting held December 6, 2017 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, 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
Daisy Ramirez	Coordinator, Student and Academic Success	Tasha Morales	10/02/17

Dr. Leitzel introduced Ms. Tasha Morales and gave a brief background on her to the Board.

**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; full-time career staff; resignations; and adjunct faculty 2017-18, academic year as needed.

[\(EXHIBIT "A"\)](#)

**5.2 Agreements and Contracts**

**5.2.1** Approved the renewal agreement with Good Shepherd Hospice, Inc. as presented.

[\(EXHIBIT "B"\)](#)

**5.3 Operational Actions**

**5.3.1 Monthly Accounts Payable/Payroll Check Register**

Approved the monthly accounts payable/monthly payroll check registers and summary for months of November 2017 and December 2017.

[\(EXHIBIT "C"\)](#)

**5.3.2 Property Deletion and Disposal**

Approved the deletion and disposal of College property as presented.

[\(EXHIBIT "D"\)](#)

**Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to approve the Consent Agenda, Items 5.1 through 5.3.2 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, and Mr. Wright. **Motion carried by unanimous vote.**

## **6.0 PLANNING AND POLICY ISSUES**

### **6.1 Policy Development**

#### **6.1.1 Policy 5.22 Work Schedules**

Mr. Little presented for discussion proposed changes to Policy 5.22 Work Schedules. [\(EXHIBIT "E"\)](#)

Mr. Bryan questioned the wording "the classroom and laboratory" in the proposed changes. Mr. Little gave an explanation to the wording in question.

**Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to table consideration of changes to Policy 5.22 until the February 21 meeting.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, and Mr. Wright. **Motion carried by unanimous vote.**

## **7.0 ACADEMIC AND STUDENT MATTERS**

### **7.1 2018-2019 Academic Calendar**

Dr. Valentine presented the 2018-2019 SFSC Academic Calendar. [\(EXHIBIT "F"\)](#)

**Mr. Wright made a motion, seconded by Mr. Bryan, to approve the 2018-2019 Academic Calendar as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, and Mr. Wright. **Motion carried by unanimous vote.**

### **7.2 SACSCOC FIFTH YEAR INTERIM REPORT**

Dr. Valentine reported to the Board on the status of the institution's compliance with the 17 select standards of the Principles of Accreditation. Dr. Leitzel shared that SFSC received zero recommendations. He congratulated Dr. Valentine on his leadership during the accreditation review and reporting and also recognized his team on their hard work.

## **8.0 PURCHASING AND OTHER ACTION ITEMS**

### **8.1 President's Annual Performance Review**

Mr. Backer 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. Backer then asked for a motion to accept the extension of a three year continuing contract for Dr. Leitzel through June 30, 2021.

**Mrs. Puckorius made a motion, seconded by Mr. Lambert, to accept the evaluations results and extend a three year continuing contract for Dr. Leitzel through June 30, 2021.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, and Mr. Wright. **Motion carried by unanimous vote.**

Mr. Backer shared that he had a conference with Dr. Leitzel about the Trustees performance evaluations. Mr. Backer requested College Attorney Karlson work with staff to prepare the appropriate documents to reflect the Board's action. Dr. Leitzel thanked the Board for their support and for their exceptional leadership.

**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 December 2017. [\*\(EXHIBIT "G"\)\*](#)

**9.2 Foundation Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$108,478.03** from November 15 through January 9, 2018. Mrs. Bateman shared a recap of this year's Foundation Christmas luncheon. There were 159 attendees which totaled \$8,180 income and a profit of \$3,810.60. She also shared the Shauna Norwood is SFSC's 6<sup>th</sup> winner of the Leaders 4 Life \$40,000 scholarship. Mrs. Bateman reported on the Inaugural Million Dollar Hole-in-One Golf Shootout event. This event was created to replace the Panther 5k athletic fundraiser. She shared that we had 64 participants, 12 qualifiers, and 4 winners. The event raised \$10,431 income and a profit of \$4,371.

Mrs. Bateman announced that she has already scheduled the event for next year with Sun'N Lake Golfcourse for January 17-20, 2019.

**9.3 Resource Development**

**I. Grants Development Report**

Dr. Lynch distributed and reviewed the Grants Development Report dated 1/24/18. Dr. Lynch shared that we are entering grant season and a very busy time where she will be writing and submitting proposals.

**II. Proposals in Development**

**A. Advanced Manufacturing and Machining Education Program**

Florida's Job Growth Grant Program \$1,000,000

**B. Developing Undergraduate Research Opportunities**

National Science Foundation TBD

**C. Project e-DEFENSE**

Office of Naval Research TBD

**III. Submitted Grant Proposals**

**A. Retired and Senior Volunteer Program (R.S.V.P.)**

Corporation for National and Community Service \$44,534

**IV. Federal Legislative Report**

No report.

**9.4 President's Report**

Dr. Leitzel reported on the following college activities:

1. Welcomed Mr. Lambert following his surgery.
2. Gave condolences to Mrs. Karlson on her father's passing.
3. Shared that the 2017 SFSC Year in Review will be on the college website through the end of the month.
4. Shared highlights from December 2017: reported on Fall Commencement; EMT Graduation; Law Enforcement Graduation; Law Enforcement Crossover Graduation; Leader 4 Life – Shauna Norwood; 2017 Meritorious Awards.
5. Announced Spring Enrollment is up 2.4%
6. Shared the new creative campaign for the Title V HSI Stem grant. The publications will be in Spanish.
7. Highlighted participation in the Million Dollar Hole-in-One Golf Shootout event.
8. Congratulated Mrs. Cullens as the newly elected Legislative Liaison for the AFC Trustees Commission Executive Committee.
9. Provided updates to the Legislative Session (third week of the session); Governor Scott's initial budget; FCS main legislative request for \$286 million increase.
10. Shared major bills demanding attention – SB 540 and HB 831
11. Reported on meetings with Reps. Pigman and Albritton. Ms. Keaton Alexander attended the meets. Mr. Derek Whitis attended the House Appropriations Sub-Committee hearing.
12. Asked Mr. Little to report on the FCS budget. Mr. Little reported FSC budget has an increased base of \$23.5 million but there is a reduction in the operating budget. Mr. Little gave a brief description on the FCS budget reports.
13. Highlighted College up-coming events – College For A Day; Minority Male Initiative; ACEN Visitation Team.
14. Shared that the College is following with interest the possibility of Highlands County Tourist Development Council increasing the local tourist tax.

**9.5 Board Attorney's Report**

Mrs. Karlson reported that she has not been able to meet with Dr. Leitzel and Mr. Little on her follow-up review of the policy/procedure for Freedom of Speech. Due to personal issues she has asked to postpone the full report. Mrs. Karlson thanked everyone for their support over the loss of her father.

**9.6 Board Members' Reports**

Mrs. Puckorius wished everyone a Happy Valentine's day.

Mr. Bryan had to leave the meeting due to a scheduling conflict just prior to his report.

Mr. Lambert thanked everyone for their continued support.

Mr. Wright shared a story about Ms. Tasha Morales' presentation at his rotary club. He shared that she did a wonderful job.

Dr. Kirschner stated no report.

Mrs. Cullens stated no report.

**9.7 Board Chair Report**

Mr. Backer thanked everyone for their work at the end of the year. He shared that the DeSoto County Sheriff's Office is making a presence at the DeSoto campus.

Mr. Backer shared he received a phone call from Governor Scott along with Mr. Bryan and Dr. Kirschner regarding reappointment.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:55 p.m.