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
                Dr. Robert Flores
                Mr. Don Kesterson
                Ms. Melissa Lee
                Mr. Lynn MacNeill
                Dr. Sidney Valentine
                Dr. Tim Wise
                Mrs. Ashley Bennett
                Dr. Deborah Fuschetti
                Mrs. Melissa Kuehnle
                Mr. Glenn Little
                Ms. Tasha Morales
                Dr. Chris van der Kaay
                Mr. Erik Christensen
                Ms. Cindy Garren
                Dr. Michele Heston
                Dr. Lindsay Lynch
                Mrs. Daisy Ramirez
                Mrs. June Weyrauch

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

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Supervisor</th>
<th>Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daisy Ramirez</td>
<td>Coordinator, Student and Academic Success</td>
<td>Tasha Morales</td>
<td>10/02/17</td>
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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 6th 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 Golf course 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.
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
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.