MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 25, 2017

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

Excused:  Mrs. Lana Puckorius

Staff Present:  Mrs. Jamie Bateman  Ms. Adela Bello  Mrs. Ashley Bennett
               Mr. Erik Christensen  Mrs. Lauren Earley  Dr. Robert Flores
               Dr. Deborah Fuschetti  Ms. Cindy Garren  Ms. Jennifer Groves
               Ms. Kimberlyn Johnson  Mr. Don Kesterson  Mrs. Lorrie Key
               Mrs. Deborah Latter  Ms. Melissa Lee  Mr. Glenn Little
               Dr. Lindsay Lynch  Ms. Sara Martinez  Mr. Robert Mathy
               Ms. Debra Moyer  Mr. Tim Saenz  Dr. Sidney Valentine
               Dr. Chris van der Kaay  Mrs. Susan Zelenenki

Excused:  Dr. Michele Heston  Mrs. June Weyrauch  Dr. Tim Wise

Others Present:  Dr. Earl Claire  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. Tim Backer.

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 October 25, 2017 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. Motion carried by unanimous vote.

1.2 Approval of Minutes
1.2.1 Regular Meeting Minutes
Mr. Lambert made a motion, seconded by Mr. Bryan, to approve the minutes of the regular meeting held August 23, 2017 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. Motion carried by unanimous vote.
1.3 **Review of Agenda Master Calendar**

The Agenda Master Calendar was reviewed with no changes.

2.0 **COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

2.1 **New Employee Introductions**

The following new employees were introduced:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Supervisor</th>
<th>Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Derrio Dollard</td>
<td>General Maintenance: HVAC</td>
<td>Govindah Ramnarain</td>
<td>07/05/17</td>
</tr>
<tr>
<td>Jennifer Groves</td>
<td>Administrative Assistant II, Adult Education</td>
<td>Courtney Green</td>
<td>06/01/17</td>
</tr>
<tr>
<td>Kimberlyn Johnson</td>
<td>Cashier</td>
<td>Susan Zelenenki</td>
<td>07/17/17</td>
</tr>
<tr>
<td>Sara Martinez</td>
<td>Testing Specialist</td>
<td>Adela Bello</td>
<td>01/02/17</td>
</tr>
<tr>
<td>Debra Moyer</td>
<td>College Recruiter</td>
<td>Timothy Wise</td>
<td>07/05/17</td>
</tr>
<tr>
<td>Timothy Saenz</td>
<td>Proctor, Testing Center</td>
<td>Adela Bello</td>
<td>07/01/17</td>
</tr>
</tbody>
</table>

Dr. Leitzel introduced Mrs. Lauren Earley, Executive Assistant to the Vice President Office of Academic Affairs and Student Services to the Trustees. Mrs. Earley was assisting Mrs. Bennett during the DBOT meeting in the absence of Mrs. Weyrauch.

Dr. Leitzel also recognized Dr. Earl Claire, a guest in the audience.

2.2 **Employee Retirement Recognition**

Mrs. Cullens made a motion, seconded by Mr. Wright, to recognize the retirements of Mrs. Lorrie Key and Mr. Robert Mathy for their many years of service to South Florida State College. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

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 administrator; full-time faculty; full-time professional staff; full-time career staff; retirements; resignations; adjunct faculty, 2017-18, academic year as needed. *(EXHIBIT “A”)*

5.2 **Agreements and Contracts**

5.2.1 Approved the new affiliation agreement with Heartlands Periodontics, PA as presented. *(EXHIBIT “B”)*
5.2.2 Approved the renewal agreement with the University of South Florida – Small Business Development as presented. *(EXHIBIT “C”)*

5.2.3 Approved the renewal dual agreement with Polk County School Board as presented. *(EXHIBIT “D”)*

5.3 **Grant Awards**

5.3.1 **Student Support Services**
- U.S. Department of Education, Office of TRiO Programs $ 232,265

5.3.2 **Adult General Education - Highlands County**
- Florida Department of Education $ 206,223

5.3.3 **Adult General Education - Hardee County**
- Florida Department of Education $ 38,560

5.3.4 **Integrated English Literacy and Civics Education - Highlands County**
- Florida Department of Education $ 43,156

5.3.5 **Integrated English Literacy and Civics Education - Hardee County**
- Florida Department of Education $ 30,900

5.4 **Operational Actions**

5.4.1 **Monthly Accounts Payable/Payroll Check Register**
- Approved the monthly accounts payable/monthly payroll check registers and summaries through September 2017. *(EXHIBIT “E”)*

5.4.2 **Property Donation**
- Approved the donation of a 2006 International 7400 4X4 bucket truck valued at $76,500 from Peace River Electric Cooperative as presented. *(EXHIBIT “F”)*

Mr. Bryan made a motion, seconded by Mr. Lambert, to approve the Consent Agenda, Items 5.1 through 5.4.2 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, 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 “G”)*

Dr. Valentine announced some curriculum changes. He shared that Dean Christensen has put forth the curriculum for the Mechatronics certificate as well as the Engineering Technology / Engineering Transfer program. Dr. Valentine also shared with the Trustee that he, Dean Christensen and Ms. Tasha Morales met with Florida Polytechnic and are in the process of finalizing a transfer program with them in the areas of Electrical and Mechanical Engineering.
Mrs. Cullens made a motion, seconded by Mr. Wright, to approve the curriculum proposals as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider and Mr. Wright. Motion carried by unanimous vote.

7.2 Academic Class Make-up
Dr. Valentine shared the each division was asked to come up with 5-7 ways by which to make-up the curriculum time missed during the hurricane. This is a SACSCOC requirement. Each division presented its own proposal on how it would handle the make-up days.

7.3 Continuing & Corporate Realignment
Dr. Valentine shared the realignment of Continuing & Corporate Education with the Trustees. He announced the Mrs. Lorrie Key will be succeeded by Mrs. Tina Gottus. Mrs. Gottus’ official start date will be November 1, 2017 and Mrs. Key’s last day will be November 30, 2017. This will allow for a transitional training period.

7.4 New Short-term CE Courses
Dr. Valentine shared with the Trustees some new courses that will be offered through CCE such as insurance institute and a roofer training program. He announced that SFSC will initially offering insurance courses through an online service provider and will be work with CareerSource Heartland for the roofer program.

8.0 PURCHASING AND OTHER ACTION ITEMS
8.1 Textbook and Instructional Materials Affordability
Ms. Lee presented the Textbook and Instructional Material Affordability report to the Board. She gave a brief background and updates that were made to the report. Ms. Lee also shared with the Board the State requirements of the report.

Mr. Wright made a motion, seconded by Mrs. Rider, to approve the report of Textbook and Instructional Materials Affordability as required by 1004.085, F.S. as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, 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 summary of revenues and expenditures compared to budgeted funds within the Operating Budget through September 2017. Ms. Lee reported that we have not received Lottery money but she is expecting it by the end of October.

9.2 Foundation Report
Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of $4,129.75 from August 10 through September 5, 2017. Mrs. Bateman also reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of $105,965.51 from September 6 through October 9, 2017. Mrs. Bateman shared
that the Alumni Association Newsletter has a 28% open email rate. The Foundation is using the Constant Contact program to get the newsletter out to alumni. Mrs. Bateman shared the Million Dollar Golf Shoot Out is on January 18-20, 2018 and MidFlorida Credit Union will be the event sponsor. Mrs. Bateman announced that Take Stock in Children received a gift of stock in the amount of $75,000. She stated this is just another way you are able to donate to the Foundation. Mrs. Bateman also shared that TSIC has a Leaders for Life finalist, Ms. Shawna Norwood from Hardee County. Mrs. Bateman gave a brief background on Ms. Norwood and her educational plans. Mrs. Bateman announced that the Foundation is currently updating the bylaws. Mrs. Bateman reported that the Foundation has given $12,000 as of today to assist employees after the hurricane from the Community Assistance Fund. Our AFC Chapter has decided that the proceeds from annual chili cook-off will be donated back to the Foundation Community Assistance Fund. Mrs. Bateman shared that the Foundation also received donations for students in need from the Florida College System Foundation-Helios. Mrs. Bateman announced that vendor solicitations with the Partnership Campaign should go out this month. She also highlighted that the Lake June property that was donated to the Foundation by the Davis family has been sold and the proceeds will come back to the Foundation.

9.3 Grants Development and Federal Relations Report

   I. Grants Development Report
      Dr. Lynch distributed and reviewed the Grants Development Report dated 10/25/17. Dr. Lynch reported on two proposals that were submitted with the Board. She gave a brief background on the proposals in development.

   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. Health Sciences Integrated Healthcare Training Initiative
         Highlands County Health Services $25,000

   III. Submitted Grant Proposals
      A. Project e-Defense
         Florida’s Job Growth Grant Program $1,710,000
      B. Project e-Defense
         National Science Foundation, Advanced Technology Education $600,000

   IV. Federal Legislative Report
      None to report.

Dr. Lynch presented to the Board a brief presentation on Electronic Warfare (EW) and e-Defense grant proposals. She gave a brief background on what Electronic Warfare is. Dr. Lynch shared that SFSC is working with our local Air Force range on the e-Defense project. Dr. Lynch reported that the $1.7 million request will provide us with the resources to fully-launch this initiative. She stated that we are currently building six
courses and in the process of establishing the job-based learning/internship program with Lockheed Martin Talent Management. Dr. Lynch shared we have established an industry steering panel, which includes commitments from Lockheed, Craig Technologies, Chesapeake Technologies, Department of Defense representative, and a DARPA SETA – SMEs with strong, current knowledge of Air Force, Navy, and Marine Corps threat environments and weapons systems. Dr. Leitzel emphasized on the strengths of this proposal and how it will benefit the college and our community. He commended Dr. Lynch for her hard work on the grant proposal.

9.4 President’s Report
Dr. Leitzel reported on the following college activities:
1. Wished Mr. Little and Dr. Fuschetti a Happy Birthday.
2. Shared Hurricane Irma’s impact on the college. He shared with Trustees the employees who helped after Hurricane Irma to get the college back to normal and safe working conditions in a timely manner.
3. Special thanks to Memorial United Methodist Church of Lake Placid for basic supplies for students in need.
4. Shared Governor’s request following Hurricane Maria to provide in-state tuition for displaced students from Puerto Rico.
5. Called upon Ms. Garren to give an upcoming season preview. Ms. Garren shared a short video of the performers and handed out season pamphlets. Ms. Garren gave a brief description of some of this season’s shows.
6. Highlighted September Updates – announced that a bucket truck from PRECO was donated to the Lineman Program. Both Hardee and DeSoto Campus programs currently have a truck.
7. Shared Fall Semester enrollment is up 5%. Post Hurricane decline in enrollment was very minimal. Shared a system comparison, overall system declined 2.16% but SFSC up 3.5% (fourth best in state).
8. Highlighted October Updates – PTK Induction held October 19th with 89 new members.
9. Upcoming Meetings - No November DBOT Meeting; December 6th Annual Planning Meeting/Workshop – Data and Planning (Board Room) begins at 10:00 am. Facility Tour: Cybersecurity Lab and Mechatronics Lab at 11:00 am, and Regular DBOT Meeting at 1:00 pm in Board Room.
11. Shared SFSC was recognized for the Aspen Prize Top 150. SFSC was invited to apply for Aspen Prize.
12. Legislative Update – COP budget request of $286 Million.
13. Special thanks to Mrs. Karen Moore for her advocacy work with the Florida Chamber and members of the Governor’s staff.
14. Announced AFC Annual Meeting and Conference will be held Nov. 1-3 in Palm Harbor at Innisbrook Resort.

15. Requested permission from Board to sign a letter pertaining to a bipartisan situation concerning Deferred Action for Childhood Arrivals (DACA) students. SFSC currently has 31 DACA students. Board approved Dr. Leitzel to sign the AACC letter.

16. Upcoming Events – Meeting with local judges on November 2nd at 6:30 pm in the University Center to speak about the Constitution and our everyday role in legislation. Veteran’s Day will be celebrated November 10th at SFSC.

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

9.6 Board Members’ Reports
Mr. Bryan thanked the Board for allowing him to represent SFSC at the ACCT conference in Las Vegas. He shared he attended workshops and gave a brief description of them. One of the workshops he attended featured the First Amendment issue that some colleges are currently facing. He stated that colleges were looking at their policy/procedures pertaining to the First Amendment on college campuses.

Dr. Kirschner stated he believes that First Amendment issue other colleges are facing could come to SFSC and would like for us to look at our current policy/procedures pertaining to this issue.

Mr. Lambert stated no report.

Mr. Wright stated no report. He commended Dr. Wise on his efforts to build enrollment.

Mrs. Cullens stated no report. Wished everyone a blessed Thanksgiving and thanked everyone for helping after Hurricane Irma.

Mrs. Rider stated no report. She shared that she was happy to see a safety railing installed at the curve on College Drive at the Lake Glenada inlet.

9.7 Board Chair Report
Mr. Backer thanked everyone for their hard work after Hurricane Irma. He stated that he will purchase a T.V. as the holiday raffle gift from the Trustees for the Holiday Luncheon. Wished everyone a blessed Thanksgiving.

Dr. Leitzel shared that he did not have a current update on Mrs. Puckorius and her recovery from back surgery. Previous reports suggested she was recuperating as expected.

10.0 ADJOURNMENT
There being no further business to come before the Board, the meeting adjourned at 3:00 p.m.