

**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:

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

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.
10. Announced a first for SFSC: Ranked fourth Top Public Regional College (in the south) by U.S. News and World Report.
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.

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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.