

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MARCH 28, 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
Mrs. Kris Y. Rider
Mr. Joe Wright
Dr. Thomas C. Leitzel, President/Secretary
Mrs. Pamela T. Karlson, College Attorney

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
Mrs. Deborah Latter	Mrs. Mary von Merveldt	Mr. Lynn MacNeill
Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch
Dr. Timothy Wise	Ms. Shaila Jensen	Mr. Colin Nicholas
Ms. Libby Heston	Mr. Terrell Dixon	Ms. Evelyn Cruz
Ms. Mary Ellen Powrie		

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. Tim Backer.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Cullens made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held March 28, 2018 as presented.

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

Motion carried by unanimous vote.

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Wright made a motion, seconded by Mr. Lambert, to approve the minutes of the regular meeting held February 21, 2018 as presented.

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, 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
Evelyn Cruz	Instructor, Nursing	Mary von Merveldt	12/01/17
Terrell Dixon	Grounds, Maintenance	Libby Heston	11/01/17
Shaila Jensen	Student Support Services Advisor & Office Manager	Colin Nicholas	11/13/17
Mary Ellen Powrie	Instructor, Nursing	Mary von Merveldt	11/01/17

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of reappointments, full time faculty; full time professional; full time career services staff; retirements; full time administrative staff 2018-19; full time faculty 2018-19; annual contract and adjunct faculty 2017-18, academic year as needed.

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

5.2 Grant Award

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

Corporation for National and Community Service \$44,534

5.3 Agreements and Contracts

5.3.1 Approved the new agreement with Parkview Prep Academy as presented.

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

5.3.2 Approved the renewal agreement with CareerSource Heartland as presented.

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

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for month of February 2018.

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

Mr. Bryan made a motion, seconded by Mrs. Rider, 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, Mr. Lambert, 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. Valentine introduced the curriculum proposals. [\(EXHIBIT "E"\)](#)

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. 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 on the financial graphs and a summary of revenue and expenditures through the month of February 2018. [\(EXHIBIT "F"\)](#)

Ms. Lee shared with the Board she is currently working on an estimation of the fund balance. She announced the year-end closing for the college will be effective April 2.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$6,787.90** from February 7 through March 6, 2018. Mrs. Bateman shared this does not include a pledge of \$10,000 for our Partnership Project that was received. She announced that all the endowed chairs have been awarded. Mrs. Bateman gave an update to the Board on the up-coming Spring Foundation Gala. She gave a special thank you to Trustee Lambert for the floral arrangements that will be at the tables. Mrs. Bateman shared information on the Alumni Association Networking Luncheon. Mrs. Bateman announced that during the week of Teacher Appreciation SFSC alumni can come back to recognize their professors and can make a donation in their honor to the Foundation Partnership Project. Mrs. Bateman shared that she was in attendance at the Florida Citrus Hall of Fame honoring Mr. Marvin Kahn, who is a good friend to the Foundation and college. She updated the Board on the new Spring Newsletter and the ways one can give to the Foundation. Mrs. Bateman highlighted the tenants at the Shopkeepers Reveal event hosted at the Hotel Jacaranda. Mrs. Bateman informed the Board that TSIC took senior high school students on a tour of UCF where they were hosted by previous TSIC seniors.

9.3 Resource Development

I. Grants Development Report

Dr. Lynch distributed and reviewed the Grants Development Report dated 3/28/18. Dr. Lynch gave an update on the Orange Juice to Olive Oil project. She gave a recap on the grant and benefits of an olive crop in Florida. Dr. Lynch shared Dr. Cate Cover, Ms. Kendall Carson and Highlands County 4H students planted 410 olive trees over Spring Break in the SFSC Research Grove. She highlighted five different types of olive trees, including imported varieties from Tunisia make that 410 that were planted. She shared the next steps for the olive grove which include, expanding to 500 trees, engaging students in olive research, collecting data on agronomic practices, developing an integrated pest management plan, and hosting a grower field day in the fall. Mrs. Cullens asked Dr. Lynch if she knew what the supply and demand is in olive industry. Dr. Lynch stated she is currently working on that information. She stated there will be lots of research and trial/error will be happening during this process. Mr. Lambert elaborated on olive oil research in Hardee County and the process to the Board. Dr. Lynch addressed additional questions from the Board.

II. Proposals in Development

A. Developing Undergraduate Research Opportunities

National Science Foundation TBD

B. Project e-DEFENSE

Office of Naval Research TBD

III. Federal Legislative Report

Provided in President's Report.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Shared the new college PowerPoint template. He thanked Mrs. Kuehnle for her work on this.
2. Shared highlights from March 2018: College Week. Mrs. Cullens thanked Mrs. Kuehnle for her quick turn-a-round on a request she needed.
3. Informed the Board on the new SACSCOC Accreditation Standards. He gave the Board a hand-out on Section 4: Governing Board. He gave a brief background on Section 4. Also, attached to the hand-out was the 2018 Trustee Manual. He stated the new accreditation principles will be covered with Leader Team at the summer retreat.
4. Thanked Ms. Garren for leading the March 8 International Women's Day and everyone that help make it possible.
5. Highlighted Up-Coming Events: Cultural Arts REVEAL Dinner on April 24 at the Grogan Center; Foundation Gala on April 26 at Sun'N Lake Island View Restaurant; the 2nd Annual Conference on Caring on April 26 at the University Center; Spring Commencement on May 3 (two ceremonies); Leadercast Event on May 4; and Convocation on August 13. Dr. Leitzel shared that Mr. Lee Cockerell will be our special guest speaker at Convocation this year.

6. Reported default rates are improving. SFSC defaults have went from 22% last year to 13% this year. He thanked Dr. Wise and Mr. Donna for their hard work.
7. Announced the college will host an Employability Skills Panel on April 5. Trustee Bryan will participate as a panelist. Dr. Leitzel thanked Mr. Bryan for his participation.
8. Shared the new rankings of the U.S News & World Report Best Colleges. Florida is ranked number one in Higher Education.
9. Tallahassee Update: Dr. Leitzel congratulated Mr. Backer, Mr. Bryan, and Dr. Kirschner on their reappointments. He stated that Mrs. Puckorius is still moving forward in the process.
10. CRC Update: Dr. Leitzel stated there is a revision to place state colleges into Constitution, with maintaining local control and keeping us a part of the State Department of Education (still included). There is one more meeting in April. It will conclude by May 4 and the final vote will be in November.
11. Announced the \$88.7 billion budget passed on March 11.
12. Legislative Update: Dr. Leitzel announced there are no changes with the following; governance, performance metrics and system funding. He shared some items to watch include freedom of speech provisions (SB 4), home school dual enrollment costs, and DSO and fund balances for next year. Dr. Leitzel updated the Board with some areas of concern such as PECO funding is \$42 million less for the FCS, there was an increase of at least \$95 million to charter schools, and safe schools funding was \$400 million. Dr. Leitzel announced that SFSC Mobile Welding lab was funded for \$500,000. He thanked Rep. Ben Albritton, Sen. Denise Grimsley, and Silver Palm Consulting as they went to bat for the College to secure funding for this grant. Only three (3) schools received special initiative funding, SFSC being one of them. He announced that he has invited both Rep. Albritton, Sen. Grimsley, and Silver Palm Consulting to attend the Foundation Gala. He shared he would like to recognize them at the gala. Dr. Leitzel shared sample images of Mobile Welding Labs.
13. Announced the Omnibus Appropriations passed in Congress on March 22 and signed on March 23. He shared there was an overall increase in education spending \$3.9 billion. Dr. Leitzel announced Pell was increased to \$6,085/year. He stated that Perkins, Adult Ed, and TRIO were funded.

9.5 Board Attorney's Report

Mrs. Karlson reported the Free Expression Act was signed on March 11. She stated that she and Mr. Little will continue to work on policies and procedures pertaining to freedom of speech. Mrs. Karlson stated that her research and options on alcohol on campus was sent to trustees for their review and consideration. Mrs. Karlson opened discussion on the topic. Mrs. Karlson clarified that this is step one in the process. After getting a general census from the Board, Mrs. Karlson stated that she will continue to work with both Dr. Leitzel and Mr. Little on creating a policy for the Board to review and approval.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Bryan asked Dr. Leitzel what measures has SFSC taken to expand safety on all campus locations. Dr. Leitzel and several employees involved in the process shared with the Board the measures SFSC is taking to help secure all campus locations.

Mr. Lambert thanked Dr. Leitzel and team. He stated that safety measures are a difficult discussion. He wished everyone a Happy Easter.

Mr. Wright added some input to the previous discussion of safety measures at the college.

Dr. Kirschner stated no report.

Mrs. Cullens wished everyone a Happy Easter.

Mrs. Kris Rider wished everyone a Happy Easter.

9.7 Board Chair Report

Mr. Backer recognized Mrs. Bennett's birthday. He shared how wonderful the shows have been at the theatre. He wished everyone a Happy Easter.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:32 p.m.