

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DECEMBER 5, 2018**

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

Staff Present:

Dr. Mahmood Azhar	Mrs. Jamie Bateman	Mr. Ralph Bates
Mr. Adam Brown	Mrs. Ashley Bennett	Mr. Erik Christensen
Dr. Robert Flores	Ms. Cindy Garren	Mr. Junior Gray
Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Ms. Melissa Lee	Mr. Glenn Little	Dr. Deborah Milliken
Mr. Johnathan Stern	Dr. Michaela Tomova	Dr. Sidney Valentine
Dr. Chris van der Kaay	Mrs. Mary vonMerveldt	Mrs. June Weyrauch
Dr. Tim Wise		

Excused: Mr. Joe Wright Dr. Louis Kirschner

Others Present: Mr. Brian Schaper

The regular meeting of the District Board of Trustees was called to order at 1:02 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mrs. Tami Cullens.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mr. Lambert, to adopt the agenda of the regular meeting held December 5, 2018 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held October 31, 2018 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, and Mrs. Rider. **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

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Dr. Mahmood Azhar	Lead Instructor, Engineering	Erik Christensen	08/13/18
Ralph Bates	Coordinator, Welding	Erik Christensen	08/13/18
Adam Brown	Lead Maintenance, Lake Placid Center	Robert Flores	08/01/18

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

Dr. Leitzel introduced Mrs. Bateman who stated that the Florida College System Foundation annually provides more than \$1 million in scholarships to benefit first-generation students and students pursuing careers in health care. South Florida State College awarded 25 students from the dental, nursing, and radiography programs with Blue Cross Blue Shield scholarships totaling \$21,742. The students were brought forward and introduced by Dr. Michele Heston and staff to receive their scholarship from Mrs. Tami Cullens, SFSC Board Chair and chair of the Florida College System Foundation Board and Mrs. Jamie Bateman, Executive Director for Institutional Advancement.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments: full-time professional; full-time career services staff; retirements; resignations; terminations.

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

5.2 Grant Awards

5.2.1 Jobs for Regional Advancement: Three Approaches to Prosperity

Florida's Job Growth Grant Program \$ 2,296,895

5.3 Agreements and Contracts

5.3.1 Approved renewal training agreement between Sebring Senior Living, Inc. (DBA The Palms of Sebring) and South Florida State College as presented. [\(EXHIBIT "B"\)](#)

5.3.2 Approved renewal training agreement between Lakes Wales Medical Center and South Florida State College 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 all funds through October 2018. [\(EXHIBIT "D"\)](#)

Mr. Bryan made a motion, seconded by Mr. Backer, 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 Mr. Lambert, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

6.1 Land Exchange

Mr. Little gave a brief overview of the land exchange to the Board. Dr. Leitzel thanked Mr. Little and Mrs. Karlson for their work on this project. Mr. Little introduced Mr. Brian Schaper to the Board. Mr. Schaper shared with the Board his future plans for the parcel. He is excited to be neighbors with SFSC the more he learns about the college. Mrs. Cullens questioned what Mr. Schaper would use as a sound buffer between the park and college. Mr. Schaper addressed Mrs. Cullens possible noise concern. Mrs. Cullens thanked Mr. Schaper for his time. [\(EXHIBIT "E"\)](#)

6.2 Policy Development

6.1.1 **Policy 1.07 Alcohol and Drug-Free Campus and Workplace**

Dr. Leitzel presented for discussion proposed changes to Policy 1.07 Alcohol and Drug-Free Campus and Workplace. [\(EXHIBIT "F"\)](#)

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the revisions to current DBOT Policy 1.07 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, and Mrs. Puckorius; Opposed was Mrs. Kris Rider. **Motion carried by majority vote.**

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Valentine introduced the curriculum proposals. [\(EXHIBIT "G"\)](#)

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the curriculum proposals as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 SFSC Mission Statement Affirmation

The Board reviewed the current SFSC Mission Statement. No changes were recommended. [\(EXHIBIT "H"\)](#)

Mrs. Rider made a motion, seconded by Mr. Lambert, to affirm the SFSC Mission as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

8.2 SFSC Strategic Plan (2019-2023)

Dr. Leitzel presented the South Florida State College Strategic Plan 2019-2023 for approval. [\(EXHIBIT "I"\)](#)

Mrs. Puckorius made a motion, seconded by Mr. Bryan, to approve the South Florida State College Strategic Plan 2019-2023 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

8.3 Board Policy Review

Dr. Leitzel presented the Board Policy Review for the District Board of Trustees to direct the president to conduct a formal review of college polices every five years to include non-substantive modifications for approval.

Mrs. Puckorius made a motion, seconded by Mrs. Rider, to approve the Board Policy Review as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

9.0 REPORTS

9.1 Financial Report

Ms. Lee reported on the financial graphs and a summary of revenue and expenditures compared to budgeted funds within the Operating Budget through October 2018.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$42,318.20** from October 16 through November 13, 2018. Mrs. Bateman announced on November 5, SFSC Foundation was able to surprise Ms. Amy Albandoz from Sebring High School as a Leaders 4 Life finalist. As a finalist, she won a MacBook Pro and will be competing for one of six \$40,000 non-tuition scholarships through a video essay. Ms. Albandoz assigned volunteer is Dr. Leitzel's wife, Nancy. Mrs. Bateman gave a brief overview of the Foundation program's history on Leaders 4 Life finalists and winners by schools in our tri-county district. She reported that the Foundation recently received a grant from Highlands County Health Facilities Authority of \$15,000 and dental of \$17,000. Mrs. Bateman thanked Mr. Bryan and Mr. Kelly for coming to support the Foundation as they presented at the Hardee Chamber Luncheon on November 15. She announced that the Foundation increased the Giving Tuesday goal total to \$10,000 and surpassed it with a total of \$13,675. Mrs. Bateman stated she is grateful for those donations and support. Mrs. Bateman gave a brief update on the Jacaranda Jubilee and Foundation Christmas Luncheon. Mrs. Bateman announced that the Foundation has a sponsor for the Million Dollar Shoot-Out event. Mr. Ronnie Carter with Century 21 Advanced All Service Realty has agreed to be the title sponsor.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 12/5/18. He gave a brief description of the grants.

II. Submitted Proposals

A. Retired and Senior Volunteer Program (R.S.V.P.)	
Corporation for National and Community Service	\$ 44,534
B. Matinee Series Advertising	
Highlands County Tourist Development Council	\$ 1,000
C. Special Event – County Music Artist, Sara Evans	
Highlands County Tourist Development Council	\$ 1,000
D. Special Event – The Price is Right Live	
Highlands County Tourist Development Council	\$ 1,000

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Presented the SFSC 2018 Year In Review.
2. Activities/Event Update: Dr. Angela Long, Director of Learning, Innovation, and Success with the Division of Florida Colleges visit on November 5; Olive Cultivator Research Project sign on Memorial Drive and olive grove pictures; CRC – Amendment 7 passed on November 6; AFC Conference on November 7-9; and Veterans Day Program on November 12. Dr. Leitzel thanked Mr. Christensen and Mrs. Kuehnle for their work. He also thanked Mrs. Cullens for her participation.
3. Mobile Welding Lab Update: Dr. Leitzel asked Mr. Christensen and Mr. Ralph Bates to give a brief report. Mr. Christensen and Mr. Bates gave a brief presentation and addressed Board questions. A fully equipped mobile lab will be acquired from White Mountains Community College in New Hampshire. It will be delivered to SFSC in January. Classes will begin shortly thereafter.
4. Nursing News: Dr. Leitzel shared on November 29, SFSC received a letter from ACEN giving the okay to move forward with the ADN alternate schedule program. Dr. Heston reported starting January 29 ADN students will be offered alternative schedules.
5. Shared the agreement for the Governor's Job Growth Grant has been signed and sent back to Tallahassee.
6. Announced the Cross Country team traveled to Garden City, KS for Nationals and placed 35th in the nation.
7. Attended the investiture of Dr. Falconetti on November 15.
8. Informed the Board that Chancellor Pumariaga has resigned from her position.
9. Shared that SFSC Performing Arts is celebrating 35 years and thanked Ms. Garren for her hard work.
10. Upcoming Events: Holiday Luncheon – December 12 and Fall Commencement – December 13. Dr. Leitzel thanked Mr. Backer for purchasing the gift donation for the Holiday Luncheon on behalf of the Trustees.
11. Shared the SFSC Holiday Greeting. Mrs. Cullens thanked Mrs. Kuehnle for her work on the greeting.

9.5 Board Attorney's Report

Mrs. Karlson stated she will email the president's evaluation and the Board Self-Evaluation to the Trustees. She said she will also send a reminder of the January 9 deadline for both of these evaluations. Mrs. Karlson wished everyone Happy Holidays and Merry Christmas.

9.6 Board Members' Reports

Mrs. Puckorius wished everyone a blessed Christmas and a safe holiday season

Mr. Backer wished everyone a Merry Christmas.

Mr. Lambert stated that he is grateful for everyone and their support this past year. He wished everyone a Merry Christmas.

Mr. Bryan shared he is grateful for Mr. Lambert's health. He stated this is a great time of the year for the institution and our communities. He wished a Merry Christmas to everyone.

Mrs. Rider shared this has been a blessed year. She stated this is a great institution and thanked everyone for their hard work. She wished everyone a Merry Christmas and Happy New Year.

DECEMBER 5, 2018

Page 6

9.7 Board Chair Report

Mrs. Cullens gave an inspirational statement. She thanked everyone for their hard work and dedication. Mrs. Cullens wished everyone a Merry Christmas and a blessed New Year.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:54 p.m.

