

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MARCH 27, 2019**

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

Excused: Mrs. Lana Puckorius Mrs. Kris Y. Rider

Staff Present:

Mr. Clinton Anderson	Mrs. Jamie Bateman	Ms. Anne Barrett
Ms. Adela Bello	Mrs. Ashley Bennett	Ms. Kelli Carroll
Mr. Erik Christensen	Ms. Amy Clack	Mr. Jerry Donna
Mrs. Charla Ellerker	Ms. Zory Figueroa	Dr. Robert Flores
Ms. Cindy Garren	Mrs. Courtney Green	Dr. Michele Heston
Mr. Don Kesterson	Ms. Tiffany Kilpatrick	Mrs. Renee LaDue
Ms. Melissa Lee	Mr. Glenn Little	Ms. Kamille Manalo
Ms. Dara McCoy	Mr. Joseph Nance	Mr. Craig Oechsel
Ms. Cheryl Pierstorff	Mr. Go Ramnarain	Dr. Sidney Valentine
Ms. Robin Southwell	Mr. Jonathan Stern	Dr. Chris van der Kaay
Dr. Tim Wise		

Excused: Mrs. Melissa Kuehnle Mrs. June Weyrauch

Others Present: Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:10 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

Mr. Backer made a motion, seconded by Mr. Bryan, to adopt the agenda of the regular meeting held March 27, 2019 as presented.

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Louis Kirschner, Mr. Lambert, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Bryan made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held January 23, 2019 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, 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

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Clinton Anderson	Testing Specialist	Adela Bello	11/01/18
Anne Barrett	Financial Services Specialist	Melissa Lee	11/01/18
Kelli Carroll	Office Manager, Dual Enrollment and Advising	Charla Ellerker	12/03/18
Amy Clack	Custodian	Renee LaDue	11/12/18
Kamille Manalo	Coordinator, Panther Youth Partners	Courtney Green	11/01/18
Zory Figueroa	Case Data Specialist, Panther Youth Partners	Kamille Manalo	08/01/18
Dara McCoy	Program Specialist, Panther Youth Partners	Kamille Manalo	12/03/18
Tiffany Kilpatrick	Staff Assistant I, Human Resources	Robin Southwell	09/04/18
Joseph Nance	General Maintenance	Go Ramnarain	11/01/18
Craig Oechsle	Specialized Maintenance	Go Ramnarain	11/01/18
Cheryl Pierstorff	Senior Accountant	Melissa Lee	11/01/18

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 administrators; full-time career services staff; vice presidents 2019-20; full-time administrative staff; full-time faculty 2019-20; and adjunct faculty for the 2018-19 academic year as needed.

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

5.2 Grant Awards

5.2.1 Soft Skills Accelerator

CareerSource Florida \$ 88,955

5.2.2 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 renewal collegiate high school agreement between School Board of Highlands County and South Florida State College as presented. [\(EXHIBIT "B"\)](#)

5.3.2 Approved new contract agreement between Florida A&M University 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 for the months January 2019 and February 2019.

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

5.4.2 Property Disposal

Approved the disposal of College property as presented. [\(EXHIBIT "E"\)](#)

Mr. Lambert made a motion, seconded by Mr. Wright, 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, 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 presented the curriculum proposals. [\(EXHIBIT "F"\)](#)

Mrs. Cullens added that Commissioner Corcoran sent an email stating that fees termed "access" fees or other fees that are bundled together under other names or titles should be reviewed to determine whether students are being assessed who are not benefiting from those fees. Mrs. Cullens informed the Board that SFSC is in compliance. She thanked Dr. Valentine and team for their continued good work.

Mr. Wright made a motion, seconded by Mr. Backer, 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, 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 compared to budgeted funds within the Operating Budget through February 2019.

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

Mr. Little added that Mrs. Puckorius has reviewed both January and February 2019 financial reports. He stated that he appreciates Mrs. Puckorius' review and inquires of the reports prior to DBOT meetings. Ms. Lee shared that SFSC has received another payment from the Florida Lottery.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$103,770.80** from January 9 through March 4, 2019. Mrs. Bateman announced to the Board that Support SFSC Foundation videos have played in the Wildstein Center prior to the shows. These videos are used with marketing material, pulling key phrases out of each video and adding pictures from the videos for ads and billboards. The videos will also be used to provide content for articles in magazines and newspapers. Mrs. Bateman shared the most recent video featuring

Mrs. Pam Karlson, College Attorney. Mrs. Bateman gave updates from the Hardee Chamber Gala and Sebring Chamber of Commerce Annual Banquet. Mrs. Bateman announced there will be an Alumni Founder's Society plaque dedication on Thursday, April 18 to recognize Alumni founders. She informed the Board that the Women's Club of Sebring made a donation to the Foundation for scholarships. Mrs. Bateman gave an update on the Foundation Investment RFP finalists and she gave a timeline on the RFP process. Mrs. Bateman shared the Foundation will be hosting Foundation Gala, Mafia dinner on April 11 at the Hotel Jacaranda. A showcase event is planned for October 12.

Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 3/27/19. He gave a brief description of the grants. Dr. Valentine gave a brief overview on the Panther Youth Partners proposal that was submitted.

II. Submitted Proposals

A. Panther Youth Partners

CareerSource Florida \$ 400,000

B. South Carolina Ballet –Cinderella

South Arts \$ 7,500

9.3 President's Report

Dr. Leitzel reported on the following February and March items:

1. Tallahassee Update: Dr. Leitzel provided legislative priorities handout to the Board. He gave a brief overview and highlighted certain topics. He informed the Board of some major funding priorities such as hurricane relief, tax cuts, and environmental.
2. Gave an overview of the Florida Tax Watch report from March 14.
3. Highlighted SFSC performance via the Economic Security Report (DEO).
4. Trustee Commission Update: Dr. Leitzel thanked Mrs. Rider for attending the Tallahassee meeting. He informed the Board that he was able to meet with Senator Albritton. He announced that through Ms. Keaton Alexander and Mr. Derek Whitis with Silver Palm Consulting the Special Initiative Funding proposal for the Health Sciences Clinical Immersion Center was submitted December 17 and the Deputy William Gentry Law Enforcement Training Center on February 5. Both Representative Pigman and Senator Albritton are the bill sponsors.
5. Announced Mr. Richard Corcoran is the new Commissioner for FDOE. Dr. Leitzel informed the Board that Ms. Kathy Hebda is the new Chancellor.
6. Trustee Appointments Update: Dr. Leitzel stated that there is concern among everyone but we should see some action soon.
7. Distributed a summary of the Governor's Executive Order to the Board. Dr. Leitzel gave a brief overview and highlighted some early legislative concerns.
8. ACCT National Legislative Summit: Dr. Leitzel shared the summit was held in Washington, D.C., February 10-13. He gave a brief overview of the summit. Dr. Leitzel gave a special congratulations to Southern Region Nominee Mrs. Tami Cullens. The election will be in October at Leadership Congress. Dr. Leitzel distributed the ACCT green sheet to the Board which highlights federal legislative priorities.
9. Review of College Events: College For A Day on February 1; SFSC Baseball Opening Day on February 2; Professional Development Day on February 15- which included a test of the emergency communications; Male Minority Initiative will be held on April 12; Dental Hygiene

Students placed 1st in "It's Hygienic" competition; SFSC Mobile Welding Lab – will be deployed for instruction. Mr. Christensen gave a brief update on the lab and on the work Mr. Ralph Bates has completed on the mobile lab; Brain Bowl competed in state tournament; Governor's Job Growth Grant Funds – initial meeting for the Construction Advisory Group was held on February 18. Dr. Leitzel gave a brief update on the recommendations received from the attendees; and Paramedic Graduation on March 6.

10. Enrollment Update: Dr. Leitzel informed the Board that the total enrollment for this year will probably be flat compared to last year. He shared areas of concern are at the Hardee Campus and with Adult Education. He announced that non-credit (CCE) enrollment is up. Dr. Leitzel stated that there is a 3.2% decline in enrollment nationally (National Clearinghouse). It is predicted to see continuing declines nationally and in Florida.
11. Cohort Default Rates Update: Dr. Leitzel announced that the cohort default rates are down to 7.7%. He congratulated Mr. Jerry Donna and his team for their work. Dr. Leitzel asked Mr. Donna to give an explanation about cohort default rates. Mr. Donna gave a brief background to the Board. The Board thanked Mr. Donna for his service.
12. Announced SFSC has been approved through 2025 from the Commission on Dental Accreditation.
13. Conference on Caring Event: Dr. Leitzel distributed a handout to the Board. He asked Dr. Heston to speak to the Board. Dr. Heston shared a brief overview of the event that will be held on April 25.
14. Olive Grove Update: Dr. Leitzel asked Dr. van der Kaay to update the Board. Dr. van der Kaay informed the Board about the olive grove and the research process. He shared that on May 17 a Grower's Forum tour will be held at the Hardee grove and a working lunch on the Hardee Campus. Dr. van der Kaay informed the Board that at a later time another Grower's Forum tour and working lunch will be held on the Highlands Campus.
15. Mr. Little gave an update on the Service Employees International Union and an explanation on where we are in the process. A vote is scheduled by PERC between April 9 and April 30.

9.4 Board Attorney's Report

Mrs. Karlson stated no report.

9.5 Board Members' Reports

Mr. Backer wished everyone a Happy Easter.

Dr. Kirschner stated no report.

Mr. Lambert stated no report.

Mr. Wright stated no report.

Mr. Bryan had to leave during the President's Report due to a prior commitment.

9.6 Board Chair Report

Mrs. Cullens checked on those Board members who need to reapply for Board reappointment. She announced to the Board that Dr. Leitzel has been asked to serve on the AdventHealth Board of Directors. Mrs. Cullens then asked for Board approval. All those in attendance voted in favor of Dr. Leitzel serving on the AdventHealth Board of Directors. Mrs. Cullens wished everyone a Happy Easter.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:02 p.m.

