

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
APRIL 24, 2019**

**Members Present:** Mrs. Tami Cullens, Chair  
Mr. Tim Backer  
Mr. Derren Bryan  
Dr. Louis Kirschner  
Mr. Ken Lambert  
Mrs. Lana 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
Ms. Cindy Garren	Dr. Michele Heston	Dr. Theresa James
Mr. Gregory Jones	Mrs. Sharmin Jones	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Ms. Deborah Latter	Ms. Melissa Lee
Dr. Kristina Lewis	Mr. Glenn Little	Mrs. Ashley Lucas
Ms. Mlisa Manning	Dr. Sidney Valentine	Dr. Chris van der Kaay
Mrs. Mary VonMerveldt	Mrs. June Weyrauch	Dr. Tim Wise

**Others Present:** Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:03 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**

Dr. Leitzel requested an amendment to the agenda. He requested to add the retirement recognition of Dr. Kristina Lewis in section 2.2 Employee Retirement Recognition. He apologized to the Board and Dr. Lewis as there was an error on the calculation of her years of service.

**Mr. Wright made a motion, seconded by Mr. Lambert, to adopt the agenda of the regular meeting held April 24, 2019 as amended.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Louis 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. Lambert made a motion, seconded by Mr. Backer, to approve the minutes 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. 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**

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Gregory Jones	Cultural Programs Assistant: Publication and Marketing	Cindy Garren	01/02/19
Sharmin Jones	Instructor, Nursing	Mary von Merveldt	01/14/19
Ashley Lucas	Cashier I	Melissa Lee	01/02/19
Mlisa Manning	Instructor, Sociology	Sidney Valentine	01/03/19

**2.2 Employee Retirement Recognition**

Dr. Leitzel recognized Dr. Kristina Lewis for her many years of service to South Florida State College with Professor, Emerita. Dr. Lewis briefly spoke about her time at South Florida State College and her colleagues. She thanked Dr. Leitzel and the Board.

Dr. Leitzel also recognized the retirement of Dr. Christopher McConnell but due to a scheduling conflict he was unable to attend the board meeting.

**Mr. Lambert made a motion, seconded by Mrs. Rider, to recognize the retirements of Dr. Kristina Lewis and Dr. Christopher McConnell 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. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

**4.1 Student Life, Activities, Services, and Athletics**

Dr. Tim Wise introduced Mr. Andrew Polk to the Board, who in turn, introduced the athletic coaches and they brought forward members of the Panther baseball, softball, volleyball, and cross country teams. Mr. Andrew Polk, student activities director, introduced members of the Student Government Association along with advisors and members of clubs and organizations. [\(EXHIBIT "A"\)](#)

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments: full-time career services staff; resignations; terminations; full-time professional staff, 2019-20; full-time career staff, 2019-20; and adjunct faculty for the 2018-19 academic year as needed.

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

**5.2 Grant Awards**

**5.2.1 Panther Youth Partners**

CareerSource Florida

up to \$ 746,000

**5.2.2 Heartland Games for Active Adults**

Florida Sports Foundation

\$ 1,500

**5.3 Agreements and Contracts**

- 5.3.1 Approved the amended agreement between Lake Wales Medical Center and South Florida State College as presented. [\(EXHIBIT "C"\)](#)
- 5.3.2 Approved the renewal agreement between DeSoto County School Board and South Florida State College as presented. [\(EXHIBIT "D"\)](#)
- 5.3.3 Approved the renewal agreement between Hardee County School Board and South Florida State College as presented. [\(EXHIBIT "E"\)](#)
- 5.3.4 Approved the renewal agreement between The School Board of Highlands County and South Florida State College as presented. [\(EXHIBIT "F"\)](#)
- 5.3.5 Approved the renewal agreement between Hardee County School Board and South Florida State College as presented. [\(EXHIBIT "G"\)](#)

**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 month of March 2019.

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

**5.4.2 Property Disposal**

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

**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, 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 Fee Proposals**

Dr. Valentine presented the fee proposals. [\(EXHIBIT "J"\)](#)

Dr. Valentine gave a brief overview of the fee proposals. He stated South Florida State College intends to keep all student-related costs to a minimum. In certain curriculum majors, students will need to cover the cost of instructional materials that are required in the selected program. When approved these fees can be covered through Financial Aid. Dr. Valentine also informed the Board the principal reason for adjusting fees is to allow the student to pre-pay fees through their financial aid award. Most of the fees listed in the revised fee section are pass through fees, this means the college collects the fees and then pays for the instructional material when they are needed by the student. The college does not profit from any of these fee changes. He stated the other fees are directly related to ongoing equipment maintenance or direct use of consumable supplies. Without collecting the fees, the student would have to pay these expenses individually and out-of-pocket. Dr. Valentine stated the pass through fee structure allows the student's financial aid award to pre-pay for their program-related fee charges. Both Mr. Bryan and Mr. Wright asked for clarification on the revised fee proposals. Dr. Valentine addressed their concerns.

**Mrs. Puckorius made a motion, seconded by Mrs. Rider, to approve the fee 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 compared to budgeted funds within the Operating Budget through March 2019.

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

Mrs. Cullens thanked Mrs. Puckorius for her review of the financial warrants and reports.

**9.2 Foundation Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$35,223.06** from March 5 through April 9, 2019. Mrs. Bateman shared that Duke Energy visited the Hardee campus to see the Linemen program. She informed the Board that Mr. Jerry Miller and Ms. Isabel Nieto, who is the Workforce Development Consultant shared the benefits for working with Duke with the linemen students. They answered questions on being hired and what Duke looks for in an applicant. Mrs. Bateman stated that Duke may have some other opportunities to support SFSC. Mrs. Bateman thanked Dr. Heston for hosting the Retiree Luncheon last month. She stated that the luncheon had a great turnout and many stayed to see what it was like to work on the SIM Models. She shared with the Board on the passing of one of the Retirees, Mrs. Carol Emery, who served as a math professor for many years. Mrs. Bateman reported that the Executive Committee approved the recommendations from the Finance Committee last week for on the investment managers. She informed the Board they did agree on two businesses, U.S. Trust and South Street Advisors. Mrs. Bateman shared that the alumni association has been attending SGA meetings with the intentions of engaging students while they are still at the college versus trying to capture them after graduation. She stated at a recent meeting, the alumni association held a drawing to entice the students to sign up for the association newsletter. She reported that the alumni association now has sixty-three new students. She shared a picture of the two student winners from the drawing. Mrs. Bateman also shared a picture of the Alumni Founders group. Mrs. Bateman gave a brief overview of the Spring dinner.

**9.3 Resource Development**

**I. Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 4/24/19. He gave a brief description of the grants.

**II. Proposals in Development**

**A. National Farmworker Jobs Program**

Florida Department of Education \$ 290,049

**B. Healthy Smiles for Highlands County**

Highlands County Hospital District \$ 17,000

**III. Declined Proposals**

**A. Cultural Programs ArtWorks Projects**

National Endowment for the Arts (NEA) \$ 65,000

#### 9.4 **President's Report**

Dr. Leitzel thanked Mrs. Bennett and Mrs. Weyrauch for their work and recognized everyone's contribution on Administrative Assistant Day.

Dr. Leitzel reported on the following items:

1. Distributed Governor DeSantis' Proclamation that April is Florida College System Month along with facts about community colleges and their impact that was provided by AACC. Dr. Leitzel thanked Governor DeSantis.
2. Announced that IRSC and Miami Dade College were the Aspen Winners this year. He congratulated both colleges. Dr. Leitzel asked Dr. van der Kaay to present on the Florida College System IPEDS Reporting Year 2018-19 Graduation Rates. Dr. van der Kaay gave a brief presentation to the Board. He informed the Board that SFSC now holds the distinction of having the highest 100%, 150%, and 200% FT FTIC completion rates in the FCS.
3. Announced Up-coming College Events: Spring Commencement on May 7 and Leadercast event on May 10.
4. Review of College Events: Male Minority Initiative on April 12; PTK Academic All Stars on April 4; PBL Student Winners; Annual Student Art Show – Dr. Leitzel announced the student art show President's Award winner whose art work will be featured on the new college birthday cards for 2019-20, Ms. Kelli Sullivan; and 2019 Conference on Caring event on April 25.
5. Informed the Board that the Hotel Jacaranda will need to be tented for termites. He stated that the dates for the tenting have not been set as of right now.
6. Highlighted the Performing Arts Reveal dinner event. Dr. Leitzel thanked Mr. Backer, Mrs. Puckorius, and Mrs. Rider for their support and attendance. Ms. Cindy Garren announced the 2019-20 season line-up to the Board.
7. Service Employee International Union (SEIU) Update: Dr. Leitzel stated the Service Employees International Union vote count is scheduled on April 30 by PERC in Tallahassee.
8. Tallahassee Update: May 3 is 60<sup>th</sup> day marking the end of the session. Mr. Little gave a brief update on session issues.
9. Announced that the Budget Workshop will be held on May 22 at 10am followed by the regular DBOT meeting at 1pm.

Dr. Leitzel shared that Mrs. Pat Backer retired after forty-three years in banking. He thanked Mr. Backer for the invitation to her retirement farewell. Dr. Leitzel wished Mrs. Backer the best.

#### 9.5 **Board Attorney's Report**

Mrs. Karlson stated no report.

#### 9.6 **Board Members' Reports**

Mrs. Puckorius stated no report.

Mr. Backer stated that he enjoyed Ms. Cindy Garren's Reveal dinner event.

Dr. Kirschner had to leave during the President's Report due to a prior commitment.

Mr. Lambert stated no report.

Mrs. Rider stated she had a wonderful time at Ms. Cindy Garren's Reveal dinner event.

Mr. Wright stated he would like for all those who received SFSC colored socks to wear them at the spring commencement.

Mr. Bryan stated no report.

#### **9.7 Board Chair Report**

Mrs. Cullens reported that Mr. Erik Christensen was asked by ACCT to present at this year's ACCT Leadership Congress on OER in San Francisco. She thanked Ms. Garren for her collection of food for the SFSC food pantry. Mrs. Cullens reported that it could be a year to a year and half before reappointments are confirmed by the Governor. She also requested that all those who received SFSC colored socks to wear them at the spring commencement on May 7. Mrs. Cullens thanked Mrs. Bennett and Mrs. Weyrauch for their work and that she appreciates everything they do.

#### **10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 3:21 p.m.

