

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

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

**Staff Present:** Mrs. Jamie Bateman Mrs. Ashley Bennett Mr. Erik Christensen  
Ms. Cindy Garren Dr. Michele Heston Mr. Don Kesterson  
Mrs. Melissa Kuehnle Ms. Melissa Lee Mr. Glenn Little  
Mr. Jonathan Stern Dr. Michaela Tomova Dr. Sidney Valentine  
Dr. Chris van der Kaay Mrs. June Weyrauch Dr. Tim Wise

**CALL TO ORDER**

At 10:09 a.m., the Planning Workshop of the District Board of Trustees was called to order on the Highlands Campus by Board Chair, Mrs. Tami Cullens.

Dr. Leitzel gave a brief overview to the Board of the Planning Workshop. He distributed a book from SACSCOC: Principals of Accreditation Foundations for Quality Enhancement. Dr. Leitzel gave a brief description to the Board of Section 4: Governing Board and Section 5: Administration and Organization. He distributed the 2018 Florida College System Trustee Manual. The Board reviewed Section 4: Governing Board and discussed the criteria of a Board Self-Evaluation. Mrs. Cullens then opened the floor for Board comments on which criteria they favored. Mrs. Rider stated that she believed the checklist style Board Self-Evaluation would be beneficial. Mrs. Puckorius stated the Board Self-Evaluation should be reviewed in January along with the president's evaluation. Mr. Lambert asked to strike the word "thorough" review and replace it with "sufficient" review in the checklist style Board Self-Evaluation. He stated that he would prefer to have an open ended style Board Self-Evaluation. Mr. Backer stated he would prefer an open ended style Board Self-Evaluation. Mrs. Cullens asked Dr. Chris van der Kaay which style would benefit him more and provide better data. Dr. van der Kaay replied that a qualitative evaluation would provide a multitude of rich data. After hearing the Board and Dr. van der Kaay's input, Mrs. Cullens proposed the Board Self-Evaluation be an open ended qualitative evaluation and to leave it very similar to how the Board conducts the president's evaluation. She suggested to do both the Board Self-Evaluation and the president's evaluation in January. The Board agreed to the open ended qualitative self-evaluation that was presented. Mrs. Karlson stated that she would email both the Board Self-Evaluation and president's evaluation giving the Board a month to complete each evaluation with a January 9, 2019 deadline.

Dr. Leitzel gave a brief overview of the agreed SFSC Policy Review for non-substantive modifications to include:

- 1) Correcting grammatical, typographical and spelling errors.
- 2) Correcting inconsistencies in the names of degrees offered, programs, services, facilities, and titles.
- 3) Correcting of inconsistencies in the names of local, state, and federal organizations or entities.
- 4) Correcting and adding legal reference citations that further document the authority for the college policy.
- 5) Updating the dates in history section of each policy to make sure it is accurate and consistent.
- 6) Modifying a policy for clarification purposes.

The proposed Policy Review action for motion is as follows:

The DBOT directs the president to conduct a formal review of college policies every five years to include non-substantive modifications.

The Board reviewed the recommendation. Dr. Leitzel stated that the proposed action would be recommended for approval during the regular Board meeting following the workshop.

#### **AFFIRMATION OF SFSC MISSION STATEMENT**

The Board reviewed the current SFSC Mission Statement. Dr. Leitzel stated that the document would be recommended for affirmation during the regular Board meeting following the workshop. No changes were recommended.

#### **NATIONAL & INSTITUTIONAL DATA AND TRENDS**

Dr. van der Kaay presented college data, and trends from the National Community College Benchmark Project.

#### **CORE INDICATORS OF EFFECTIVENESS**

Dr. van der Kaay presented the SFSC Core Indicators of Effectiveness: 2013-2018.

#### **STRATEGIC PLANNING**

Dr. van der Kaay presented the college's Strategic Plan 2019-2023 – Destination 2023 for the Trustee's review.

Dr. Leitzel thanked Dr. van der Kaay for all his hard work and his presentations.

There being no further discussion, the Planning Workshop adjourned at 12:15 p.m.