

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
SEPTEMBER 25, 2019**

Members Present: Mrs. Tami Cullens, Chair
Mr. Tim Backer
Mr. Derren Bryan
Dr. Louis H. Kirschner
Mr. Ken Lambert
Mrs. Lana Puckorius
Mrs. Kris Y. Rider
Mr. Joe Wright, Vice Chair
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. James Hawker	Dr. Michele Heston
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Ms. Melissa Lee
Mr. Glenn Little	Ms. Tia Sorensen	Mr. Jonathan Stern
Dr. Sidney Valentine	Mrs. June Weyrauch	Dr. Tim Wise
Dr. Robert Flores		

Others Present: Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:01 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. Cullens made the recommendation to move Item 8.1 Textbook and Instructional Materials Affordability after Item 3.0 Public Comment.

Mr. Backer made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held September 25, 2019 with the revision of moving Item 8.1 after Item 3.0. 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 July 17, 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.**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employee was introduced:

Employee	Position	Supervisor	Hired
Tia Sorensen	Library Assistant II – Circulation	Lena Phelps	05/01/19

Dr. Hawker introduced Ms. Tia Sorensen to the Board. Ms. Lena Phelps was unable to attend the DBOT meeting.

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 faculty; full-time professional; full-time career services staff; resignations; and adjunct faculty 2019-20, academic year as needed.

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

5.2 Agreements and Contracts

5.2.1 Approved to enter into a new agreement between the Avon Park Community Child Development Center and South Florida State College as presented.

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

5.3 Grant Awards

5.3.1 Duke Energy – Electrical lineman Program

Duke Energy \$15,000

5.3.2 Adult General Education (AGE)

Florida Department of Education \$38,560 – Hardee
\$206,223 - Highlands

5.3.3 Carl D. Perkins V

Florida Department of Education \$203,146 – Post Secondary
\$103,425 – Rural and Sparsely Populated Programs

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register for June 2019 (fiscal year end) and for the months July and August (fiscal year 2020).

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

Mr. Bryan made a motion, seconded by Mr. Lambert, to approve the Consent Agenda, Items 5.1 through 5.4.1 as presented with the corrected date in Item 5.1. 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 presented the curriculum proposal and gave a brief overview to the Board. Dr. Valentine explained to the Board that the Advanced Nursing Care Concepts combined lab component, will be removed, if approved. He stated as an online course, it is difficult to provide clinical instruction since the lab component was mainly for observation at a clinical site. Dr. Valentine informed the Board that instruction will be delivered through online discussion, video, and online demonstration effective Spring 2020.

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

Mr. Bryan made a motion, seconded by Mr. Wright, to approve the curriculum proposal 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

8.1 Textbook and Instructional Materials Affordability

Ms. Lee presented the Textbook and Instructional Materials Affordability report to the Board. She gave a brief background and updates that were made to the report. Ms. Lee stated that 1004.85, F.S. (Textbook and Instructional Materials Affordability) was amended during the 2016 Legislative Session to require posting of the local cost and identifying information of at least 95% of all textbooks and instructional materials required and recommended for each scheduled class at least 45 days prior to the start of each upcoming term. Ms. Lee reported that the Innovation Grant allowed SFSC to purchase the Open Educational Resources (OER) at reduced rates for students. Ms. Lee informed the Board the 27% of general education courses are OER. She stated SFSC is working with Follett on more OER options for general education courses. Mr. Wright question why compliance was 79% reported for Summer 2018. Ms. Lee stated due to fewer students during summer the compliance percentage is lower. Mrs. Cullens asked how often textbooks are changed for courses. Dr. Valentine informed Mrs. Cullens that texts are adopted by the faculty and used for a period of at least three years or until the edition changes, whichever comes first. Ms. Lee added that SFSC adheres to the internal Procedure 4041. Mr. Bryan asked if SFSC has ever seen a negative effect of not offering a course due to the textbook adoption time frame. Ms. Lee and Mr. Little stated that there has not ever been any issues as SFSC has always offered courses.

Mr. Wright made a motion, seconded by Mrs. Rider, to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S. 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.**

9.0 REPORTS

9.1 Financial Report

Ms. Lee reported on two sets of financial graphs and revenue and expenditure summaries compared to budgeted funds with the Operating Budget. One set depicted the fiscal year end for 2018-19. The other set depicted both July and August of fiscal year 2020.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$63,097.49** from June 28 through September 10, 2019. Mrs. Bateman gave a brief update on the Foundation October 12 Showcase event. She distributed sponsorship flyers. Mrs. Bateman asked the Board and those attending to encourage other in the community to attend the event. Mrs. Bateman presented the Foundation marketing campaign and shared the campaign that she worked on with Community Relations that will be promoted in all three counties. Mrs. Bateman announced that Mrs. Cheryl Brown was approved to be a new Foundation Board Member.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 9/25/19. He gave a brief description of the grants.

II. Proposals in Development

A. Pathways to Career Opportunities - Nursing

Florida Department of Education (FLDOE) \$78,556

B. Health Sciences Instructional Technology & Community Health Initiatives

Highlands County Health Services \$13,000

III. Submitted Proposals

A. RSVP Baseline Funding Increase Opportunity

Corporation for National and Community Service (CNCS) \$7,500

B. Family-Friendly Performances in Rural Florida

National Endowment of the Arts (NEA) \$30,000

C. Museum of Florida Art and Culture (MOFAC) Exhibits Grant

Publix Charities \$1,000

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Fall Term Update: Started August 16 with welcoming back students. Dr. Leitzel stated the Fall semester enrollment is flat. He announced that SFSC will hold a Flex B One Stop on Monday, September 30 in Building B for students registering for classes. Dr. Leitzel highlighted the inaugural class for the 911 Telecommunicator Program. He thanked Sheriff Blackman and others for coming and speaking to the class.
2. Convocation: Dr. Leitzel announced that we welcomed back faculty and employees on August 12. He thanked Mrs. Cullens for her greeting. Dr. Leitzel highlighted service awards and guest speakers Dr. Cathy Almquist and Mr. Andy Masters.
3. Fall Highlights: Duke Energy Lineworker Grant, Dr. Leitzel gave a brief background. He thanked Mr. Jerry Miller with Duke Energy. Dr. Leitzel addressed Trustee questions pertaining to the use of grant funds. Avon Park Chamber, Dr. Leitzel announced SFSC received the Community Involvement Award at the Chamber banquet.
4. Highlighted: SACSCOC Substantive-Change Program Approval News: Health Services Management (A.S.) and Health Care Services (CCC) – July 23; Dr. Heston gave a brief background on the program. Dr. Leitzel thanked Dr. Kirschner for his survey input. Graduation/Pinnings: Dental Assistants – July 17, pass rate 78%; Radiography – July 25, pass rate 83%; LPN – August 1 – 100%; Basic Fire – September 16 and Dr. Leitzel announced that the July RN pass rate was 97.2%.

5. Upcoming Graduation: Basic Corrections – October 31; EMS – Paramedic – November 4; and Basic Law Enforcement – December 5.
6. Informed the Board that the Committee on Accreditation for EMS Programs evaluated SFSC in January. He reported there were five findings. The institutional response was submitted August 30.
7. Announced Vice-President Little was appointed to FDOT Southwest-Central Florida Connector Task Force.
8. Sebring Parkway Update: Dr. Leitzel shared some aerial photos of the Sebring Parkway round-a-bout at Memorial and College Drive.
9. Thanked Trustees for their artist series ticket orders. Mrs. Bennett distributed season brochures to the Board.
10. Highlighted Panther Athletics. He announced that SFSC will be hosting the NJCAA/FCSAA District Volleyball Tournament on November 2-3.
11. Announced Pete's Panther Pantry grand opening that was on Monday, September 23. Dr. Leitzel thanked Mrs. Cullens for participating and cutting the ribbon.
12. Tallahassee Update: Distributed 2020 Legislative Budget Request handouts to the Board.
13. Up-Coming Community Events: FDOE Town Hall Meeting – October 7 and Hardee County Legislative Warm-Up Breakfast – October 10.
14. Shared the Legislative Review meeting with Senator Albritton.
15. Informed the Board of Commissioner Corcoran's Residency and Tuition Waivers for individuals who were affected by Hurricane Dorian.
16. Highlighted topics for the November 20 DBOT Planning Workshop and DBOT meeting.
17. Announced SFSC Holiday Luncheon and Meritorious Awards will be hosted on Friday, December 6.
18. Reminded the Board of the AFC Trustee Commission Legislative Conference on January 15-16, 2020 at Florida State University.
19. Highlighted SFSC rankings with the US News and World Report annual college rankings. SFSC was recognized for #8 – Top Public Schools – Regional Colleges – South; #4 – Social Mobility – Regional Colleges – South; #4 (tie) – Campus Ethnic Diversity – Regional Colleges – South; and #13 (tie) – Best Colleges for Veterans – Regional Colleges – South.

9.5 Board Attorney's Report

Mrs. Karlson reported that she reviewed the first request to serve beer/wine at the upcoming Foundation Showcase event. She informed the Board that she has reviewed the request form along with all the required paperwork. She stated that everything was in compliance with Board Policy 1.07 and that as an extra precaution there are two event insurance policies in place for the event.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer asked if there was any damage at the Hotel Jacaranda due to the small fire in the air vent on the exterior wall. Dr. Leitzel and Mr. Little addressed his question.

Dr. Kirschner stated no report. Mrs. Cullens thanked Dr. Kirschner for his survey input that assisted Dr. Heston.

Mr. Lambert stated no report.

Mr. Bryan thanked Ms. Garren, Mrs. Bateman and Ms. Lee for attending the Hardee Athletic Banquet.

Mrs. Rider stated no report.

Mr. Wright had to leave the meeting during the President's report due to a prior meeting obligation.

9.7 Board Chair Report

Mrs. Cullens reported that she attended the Operational Audit Exit conference on August 21 for the 2018-19 fiscal year. She informed the Board that there were three tentative findings. She stated that all findings are being addressed by staff. Mrs. Cullens asked the Board to nominate an ACCT voting delegate for the ACCT Leadership Congress conference in San Francisco. Mr. Bryan nominated Mrs. Rider as the voting delegate, she accepted the nomination. Mrs. Cullens challenged the Board to make a donation either monetary or food to Pete's Panther Pantry. Mrs. Cullens shared her experience while participating in the Highlands County Sheriff's Citizens Academy when they had to visit the dispatcher station. Mrs. Cullens shared the she, Dr. Leitzel and Dr. Valentine gave Mr. Ned Hancock a tour of the Highlands Campus. She stated that Mr. Hancock shared his experience of touring SFSC at a recent event. Mrs. Cullens also informed the Board that another campus tour would be given to Ms. Kaylee Tuck on October 2. Both guests are candidates for House District 55.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:32 p.m.