

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 30, 2019**

Members Present: Mrs. Tami Cullens, Chair
Mr. Tim Backer
Mr. Derren Bryan
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

Absent: Dr. Louis H. Kirschner

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mrs. Denise Carden
Mr. Erik Christensen	Ms. Cindy Garren	Mrs. Tina Gottus
Mr. Fred Hayes	Dr. James Hawker	Dr. Michele Heston
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Ms. Melissa Lee
Mr. Keith Loweke	Ms. Dora Torres	Mr. Jonathan Stern
Dr. Sidney Valentine	Mrs. June Weyrauch	Dr. Tim Wise

Excused: Mr. Glenn Little

Others Present: Senator Ben Albritton

The regular meeting of the District Board of Trustees was called to order at 1:21 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. Bryan made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held October 30, 2019 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, 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. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held September 25, 2019 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, 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 employees were introduced:

Employee	Position	Supervisor	Hired
Fred Hayes	Coordinator, Construction Trade Programs	Tina Gottus	07/15/19
Dora Torres	Custodian	Denise Carden	07/01/19

Mr. Bryan thanked Senator Albritton for taking the time out of his busy schedule to join us today to honor Trustee Lambert and 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 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 renew a lease agreement with the Florida Department of Agriculture as presented.

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

5.3 Grant Awards

5.3.1 Health Sciences Instructional Technology & Community Health Initiatives
 Highlands County Health Services \$13,000

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register as presented.

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

5.4.2 Property Deletion

Approved the deletion of College property from inventory records as presented.

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

Mr. Bryan made a motion, seconded by Mr. Lambert, 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, 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 IT Project Management course credit length needed to be modified to a variable (2-4 crs.) which will allow the course to be included in additional programs without altering their program lengths. He also, stated a credit change will be helpful in meeting the minimum course participants and give students additional options that may be more in line with their interests. Dr. Valentine stated that by removing the prerequisite the course can be used in multiple programs.

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

Mr. Lambert made a motion, seconded by Mrs. Rider, to approve the curriculum proposal as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, 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 September 2019.

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

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$19,997.24** from September 11 through October 16, 2019. Mrs. Bateman gave a brief recap on the Foundation October 12 Showcase event. She informed the Board that the Foundation has received many messages for the Foundation to host this event again next year. Mrs. Bateman thanked our vendors who provided food and beverages. She gave a special thank you to Mr. Christensen and the mechatronics department for engraving the glasses that were used at the event. Mrs. Bateman shared that the Howl-at-the-Moon group donated all of the tips from that evening back to the Foundation. She reported to the Board that the Foundation's profit from the event was just over \$10,000. Mrs. Bateman informed the Board that she received a planned gift donation from Mr. Gabe Read and that it will be reflected in next month's report. She announced that Ms. Anastasia Saunders will start Friday, November 1 as the new Institutional Advancement & Alumni Development Coordinator. Mrs. Bateman gave a brief update on upcoming events for the Foundation. She announced that Mr. Ronnie Carter has agreed to be the event sponsor for the Million Dollar Hole-In One Shoot Out in January. Mrs. Bateman thanked Mr. Carter. Mrs. Bateman announced that three of our students who received the Janette Seamans Branham Memorial Scholarship were recognized by the Highlands County Bar Association at their gala. Mrs. Bateman shared that the Foundation recently received a thank you letter and picture from Ms. Cameron Chambers who was a 2017 recipient. She completed her associates degree with honors this past May and plans to continue on with her education at Florida State University. Mrs. Bateman reported that the bar association is ahead of their goal of achieving \$100,000 endowment level. She stated that she is grateful to the bar association for all they do to support SFSC.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 10/30/19. He gave a brief description of the grants.

II. Submitted Proposals

A. Pathway to a Pipeline: Advanced Patient Care Technician Apprenticeship

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

B. Special Event – Lee Ann Womack

Highlands County Tourist Development Council (TDC) \$1,000

9.4 President's Report

Dr. Leitzel recognized Senator Albritton for attending the dedication for Trustee Lambert and all that he does for the college.

Dr. Leitzel reported on the following items:

1. Recognized and thanked the SFSC team members for their contributions to Trustee Lambert's dedication.
2. Highlighted: Delegation Meetings – Sebring, October 3 and Wauchula, October 10.
3. Shared he attended the FDOE Town Hall meeting on October 7 at Sebring Middle School.
4. Highlighted College Events: Popcorn with the President. Dr. Leitzel thanked Dr. Wise and team for organizing the event; College Connect with local high school counselors; Faculty Assessment. Dr. Leitzel thanked Dr. van der Kaay and Mrs. Cindy Kinser for hosting the event; Pete's Pantry at Jersey Mike's event. Dr. Leitzel informed the Board that Jersey Mike's donated all the proceeds from that night to SFSC for Pete's Pantry.
5. Announced the Mobile Welding Lab will be located at the DeSoto Campus for several weeks starting November 12.
6. Informed the Board that SFSC now has a chatbot on the website for Financial Aid. Dr. Leitzel asked Mrs. Weyrauch to demonstrate how the chatbot works for the Trustees.
7. Highlighted 2019 ACCT Leadership Congress in San Francisco. Dr. Leitzel thanked Mr. Christensen for his contributions to the Successful Institution OER Implementation panel. Dr. Leitzel shared that Mrs. Cullens was voted the Southern Regional Director for a three-year term. He thanked Mrs. Rider for representing SFSC as the voting delegate.
8. Tallahassee Update: New Funding Allocation Model (version III) was just released October 23-24. Dr. Leitzel stated there will be a briefing tomorrow, October 31 on the funding. Mr. Bryan questioned what the funding bans would consist. Dr. Leitzel addressed his question to the best of his knowledge.
9. Shared the Fund Florida Colleges website/landing page. Dr. Leitzel thanked Ms. Karen Moore and her team for their work.
10. Informed the Board that the Trustee reappointments are in progress. He asked the Trustees to inform him if they receive a call.
11. Up-coming College Events: SFSC hosting NJCAA/FCSAA District Volleyball Tournament – November 2-3; Veterans Day Celebrations – November 11 Enlightenment Circle, speaker Gen. Bobby Lee; DBOT Planning Workshop and Regular DBOT meeting – November 20, Dr. Leitzel highlighted Planning Workshop topics; SFSC Holiday Luncheon and Meritorious Awards – December 6; and AFC Trustees Commission Legislative Conference – January 15-16 at Florida State University.

9.5 Board Attorney's Report

Mrs. Karlson reminded the Board to check their email for the presidential evaluation form and the Board's self-evaluation form in the next couple of weeks.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer thanked everyone who contributed to putting together the dedication for Mr. Lambert.

Mr. Bryan stated that he had a great time at the ACCT Leadership Congress conference in San Francisco. He shared some of his experience at the conference. Mr. Bryan thanked SFSC for allowing him to attend. He stated that he is grateful for Mr. Lambert being here today.

Mrs. Rider stated that she had a wonderful time at the ACCT Leadership Congress conference. She shared that she is thankful for SFSC and the Board of Trustees.

Mr. Wright no report.

Mr. Lambert gave an inspirational speech. He thanked everyone for what they do every day and that he is so proud of the support given to the Trustees.

9.7 Board Chair Report

Mrs. Cullens asked the Trustees to start thinking of goals the Board needs to accomplish to help improve them as a board or the college. She ask that they email them to Dr. Leitzel. Mrs. Cullens reminded the Board of the challenge to make a donation either monetary or food to Pete's Panther Pantry. Mrs. Cullens thanked Mr. Christensen for organizing the Veterans Day event. She recognized and thanked Mr. Christensen for his leadership and work on the OER panel at the ACCT Leadership Congress conference. Mrs. Cullens thanked SFSC for all their commitment and hard work. Mrs. Cullens asked if the college had plans to expand the EMS and Firefighter programs. She has heard about the need for more course opportunities for some in the community. Dr. Valentine addressed her concern along with Mr. Christensen of why our programs fill up quickly.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:42 p.m.