

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
NOVEMBER 20, 2019**

Members Present: Mrs. Tami Cullens, Chair
Mr. Tim Backer
Mr. Derren Bryan
Dr. Louis H. Kirschner
Mrs. Lana Puckorius
Mrs. Kris Y. Rider
Mr. Joe Wright, Vice Chair
Dr. Thomas C. Leitzel, President/Secretary
Mrs. Pamela T. Karlson, College Attorney

Excused: Mr. Ken Lambert

Staff Present:

Mr. Steve Ashworth	Mrs. Jamie Bateman	Mrs. Ashley Bennett
Mr. Tom Bohan	Mr. Erik Christensen	Mr. Rodolfo Dela Cruz
Dr. Robert Flores	Ms. Cindy Garren	Dr. James Hawker
Dr. Michele Heston	Dr. Theresa James	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Mrs. Deborah Latter	Ms. Melissa Lee
Mr. Glenn Little	Mrs. Lettmarie Perez Martinez	Ms. Danielle Ochoa
Dr. Daniel Sanches	Ms. Jennifer Serrano	Dr. Shannon St. Amant
Mr. Jonathan Stern	Dr. Sidney Valentine	Dr. Chris van der Kaay
Mrs. June Weyrauch	Dr. Tim Wise	Dr. Shannon Zinck

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

Mrs. Rider made a motion, seconded by Mr. Bryan, to adopt the agenda of the regular meeting held November 20, 2019 as presented.

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, 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 Mr. Wright, to approve the minutes of the regular meeting held October 30, 2019 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, 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
Thomas Bohan	College Recruiter	Timothy Wise	08/01/19
Rodolfo Dela Cruz	Custodian	Robert Flores	08/19/19
Danielle Ochoa	Coordinator, Take Stock in Children	Jamie Bateman	07/01/19
Lettmarie Perez Marinez	Community Relations Specialist	Melissa Kuehnle	08/05/19
Daniel Sanches	Instructor, Biology (Interim)	James Hawker	08/12/19
Jennifer Serrano	Instructor, EMS	Steve Ashworth	08/19/19
Shannon St. Amant	Instructor, Biology	James Hawker	08/12/19
Shannon Zinck	Instructor, English	Theresa James	08/12/19

2.2 Employee Retirement Acknowledgement

Mr. Backer made a motion, seconded by Mr. Wright, to recognize the retirement of Dee Etta Rawlings for her 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, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Dr. Leitzel informed the Board due to a sudden illness Ms. Rawlings was not able to be recognized in person at the DBOT meeting. He stated that she will be presented with a plaque at a later date.

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

Dr. Leitzel introduced Mrs. Bateman who stated that the Florida College System Foundation received a generous gift of \$2.5 million from Florida Blue, formerly Blue Cross Blue Shield of Florida, Inc., to establish a statewide Nursing and Allied Health Scholarship. South Florida State College awarded 20 students from the dental, nursing, and radiography programs with the 2019-20 Florida Blue Nursing and Allied Health Scholarships totaling \$22,304. The students were brought forward and introduced by Dr. Michele Heston and staff to receive their scholarship from Mrs. Tami Cullens, SFSC Board Chair and chair of the Florida College System Foundation Board and Mrs. Jamie Bateman, Executive Director for Institutional Advancement.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments: full-time professional; retirements; resignations; and adjunct faculty 2019-20, academic year as needed.

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

5.2 Agreements and Contracts

5.2.1 Approved a new agreement between Career Source Heartland and South Florida State College as presented.

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

5.3 Operational Actions

5.3.1 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. Wright made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.3.2 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

6.1 Policy Review and Revisions

Dr. Leitzel gave a brief overview of the proposed revisions that were presented to the Board during the Planning Workshop. He stated that SFSC staff has reviewed each of the DBOT policies within the past year to ensure compliance with appropriate statutes, rules, and laws as well as to ensure currency. During the review period, minor, non-substantive changes were made (e.g. legal references, position and office titles, grammar, clarifications, etc.) to several policies to ensure currency in accordance with DBOT guidance. [\(EXHIBIT "E"\)](#)

Mr. Backer made a motion, seconded by Mrs. Puckorius, to table the discussed and approved recommended revisions to current DBOT policies 2.02, 3.16, 3.17, and 3.18 and to table the rescission of DBOT Policy 3.24. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 SFSC 2019-20 Revised Salary Schedule

Mr. Little presented the revisions to the South Florida State College 2019-20 Salary Schedule. He stated the proposed revisions have been made to comply with recent changes in the Fair Labor Standards Act (FLSA) related to overtime compensation which are scheduled to go into effect on January 1, 2020.

Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the revised Salary Schedule as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

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

8.2 SFSC Mission Statement Affirmation

The Board reviewed the current SFSC Mission Statement. No changes were recommended.

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

Mrs. Bryan made a motion, seconded by Mr. Wright, to affirm the South Florida State College Mission as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

8.3 **SFSC Strategic Plan**

Dr. Leitzel presented the South Florida State College Strategic Plan for approval.

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

Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the SFSC Strategic Plan as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

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 October 2019.

Mr. Wright questioned when should or how often the Fund Balance should be reviewed. Mr. Little addressed his question by stating that Fund Balance is reviewed at year-end.

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

9.2 **Foundation Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$267,458.10** from October 17 through November 5, 2019. Mrs. Bateman announced the Foundation, Jacaranda, SFSC culinary arts program and the Hartt family will be featured in the upcoming Heartland Living Magazine December/January edition. She informed the Board that the Take Stock in Children group attended a round table discussion in Orlando. Mrs. Bateman gave a brief overview of the event. Mrs. Bateman announced she along with Mrs. Kuehnle will be presenting at the Hardee Chamber Lunch n Learn on Thursday, November 21. Mrs. Bateman gave a recap of upcoming Foundation events such as Jubilee – December 2, Giving Tuesday – December 3, Foundation Christmas Luncheon – December 5 and the Million Dollar Hole In One Shootout – January 16-19. She informed the Board that the Foundation has received two planned gifts in the past two weeks. Mrs. Bateman stated one is specific to TSIC and the other has yet to be indicated. She shared the beginning discussion stages and will share more when the information becomes available.

9.3 **President's Report**

Dr. Leitzel thanked everyone who was able to attend the dedication for Trustee Lambert. He gave a special thanks to Mrs. Cullens for her speech.

Dr. Leitzel reported on the following items:

1. Distributed The Aspen Institute College Excellence Program Top 150 college listing. Dr. Leitzel thanked Dr. Valentine, the deans, and Dr. van der Kaay for the work they are doing for the application.
2. Highlighted Graduations: Corrections – November 1; and Paramedic – November 7.
3. Veterans Day Celebration – November 11 – Dr. Leitzel gave a special thanks to Mrs. Cullens and Mr. Christensen for their contributions to the events.
4. Shared PTK inducted 22 new members on November 8.
5. Announced the Mobile Welding Lab located at the DeSoto Campus has twelve students in the current welding class.
6. Informed the Board that he attended the Heartland 2060 event held at the Lake Placid Town Center where Dr. Valentine was on the panel.
7. Parkway Update: Dr. Leitzel highlighted the completion of the parkway. He announced

- that it has been named Panther Parkway and has an official opening date of December 7.
8. Highlighted the Division II Volleyball Weekend that SFSC hosted on the weekend of November 1.
 9. Olive Grove Update: Dr. Leitzel shared progression pictures of the SFSC grove site.
 10. Tallahassee Update: Dr. Leitzel informed the Board that the Governor's Budget was released November 18. He stated that college budgets are under review and the SFSC responded to a recurring item, the Shepard's Field Agriculture Initiative.
 11. Reminded the Board of the AFC Trustees Commission Legislative Conference to be held at Florida State University January 15-16.
 12. Announced a special initiative/unique opportunity. Dr. Leitzel gave a brief overview of a meeting that he attended for the Hemp4Water project. Dr. Leitzel asked permission from the Board to submit an application for the research project. The Board unanimously endorsed SFSC to submit an application.
 13. Up-coming College Events: SFSC Holiday Luncheon and Meritorious Awards – December 6; and Fall Commencement – December 12. Dr. Leitzel asked permission to recognize Mr. Lewis Calvin Cooper, III at Commencement, the student recently passed. The Board approved recognizing the deceased student at Commencement.

9.5 Board Attorney's Report

Mrs. Karlson reminded the Board that the presidential evaluation form and the Board's self-evaluation form deadline is January 8. She wished everyone a Happy Thanksgiving.

9.6 Board Members' Reports

Mrs. Puckorius wished everyone a Happy Thanksgiving and Merry Christmas.

Mr. Backer thanked everyone who contributed to the Planning Workshop and wished a Happy Thanksgiving.

Mr. Bryan wished everyone a Happy Holidays.

Dr. Kirschner wished everyone a Happy Holidays.

Mrs. Rider wished everyone a Happy Thanksgiving and Holiday.

Mr. Wright thanked Dr. Leitzel and Mrs. Kuehnle for the photos that were taken at the dedication for Trustee Lambert.

9.7 Board Chair Report

Mrs. Cullens commended Dr. van der Kaay on his reporting of opportunities for the college to improve. She stated that Dr. van der Kaay is always positive with his information and that there is always room to improve. Mrs. Cullens thanked Dr. van der Kaay for all his work on the Planning Workshop.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:21 p.m.