MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
APRIL 23, 2014

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

Members Absent:
Dr. Louis H. Kirschner

Staff Present:
Ms. Annie Alexander-Harvey
Dr. Kimberly Batty-Herbert
Mrs. Susie Hale
Mr. Glenn Little
Dr. Chris van der Kaay
Ms. Jane Hancock
Mr. Andy Polk
Mr. Eddie Cuencas
Mrs. Kim Hemler
Mr. Adam Martin
Mr. Doug Andrews
Mr. Kevin Brown
Mrs. Anita Kovacs
Dr. Mike McLeod
Mrs. June Weyrauch
Mr. Kevin Brown
Mrs. Melody Jackson
Dr. Charlotte Pressler
Mrs. Deanne Shanklin

Others Present:
Mr. Mark Valero, Highlands Today Reporter

CALL TO ORDER
At 6:07 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mr. Joe Wright.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda
Mr. Bryan made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held April 23, 2014 as recommended. 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
Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held March 26, 2014. 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.

1.3 Review of Agenda Master Calendar
The agenda master calendar was reviewed with no changes.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions
The following new employees were introduced during the workshop held prior to the meeting.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Supervisor</th>
<th>Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bohlman, Brian</td>
<td>Instructor, Computer Networking</td>
<td>Kinser, Cindy</td>
<td>03/24/14</td>
</tr>
<tr>
<td></td>
<td>Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean, Latisha</td>
<td>Staff Assistant II, Xcel-IT</td>
<td>Brown, Kevin</td>
<td>03/24/14</td>
</tr>
<tr>
<td></td>
<td>Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LaDue, Pamela Renee</td>
<td>Physical Plant Operations Specialist</td>
<td>Arpasi, Cheryl</td>
<td>03/03/14</td>
</tr>
<tr>
<td>Long, Chadwick</td>
<td>Coordinator, Recruitment and</td>
<td>Alexander-</td>
<td>02/24/14</td>
</tr>
<tr>
<td></td>
<td>Retention</td>
<td>Harvey, Annie</td>
<td></td>
</tr>
<tr>
<td>Morales, Denise</td>
<td>Staff Assistant I, Nursing</td>
<td>Heston, Michele</td>
<td>01/21/14</td>
</tr>
<tr>
<td></td>
<td>Education</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.0 PUBLIC COMMENT
None

4.0 PRESENTATION

4.1 Student Life, Activities, Athletics, and Services
Dr. Leitzel introduced Ms. Annie Alexander-Harvey, dean, Student Services and thanked her for her 17 years of service with SFSC and wished her well in her upcoming retirement on June 30, 2014. Ms. Alexander-Harvey then introduced Mr. Andy Polk, coordinator, Student Life. Mr. Polk and employees of the college presented students from athletics, student clubs, and the Student Government Association. (EXHIBIT "A")

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions
Approved a list of appointments, full-time career service staff; full-time professional staff; resignations; retirements; reappointments, full-time professional staff 2014-15; full-time career service staff 2014-15; and adjunct faculty 2013-14, academic year as needed. (EXHIBIT "B")

5.2 Agreement and Contracts
No agreements or contracts were presented.
5.3 **Grant Applications**

5.3.1 **National Farmworker Jobs Program**
Florida Department of Education $267,475

5.3.2 **Postsecondary Education (Perkins Funding)**
Florida Department of Education $165,680

5.3.3 **Rural and Sparsely Populated Postsecondary Education (Perkins Funding)**
Florida Department of Education $91,000

5.3.4 **Adult General Education**
Florida Department of Education $217,000

5.3.5 **English Literacy/Civics Education**
Florida Department of Education $43,000

5.3.6 **Commercial Motor Vehicle Operator Safety Training Grant**
U.S. Department of Transportation $90,000

5.3.7 **Dental Services Grant**
Highlands County Hospital District $15,000

5.4 **Operational Actions**

5.4.1 **Monthly Accounts Payable/Payroll Check Register**
Approved the monthly accounts payable/monthly payroll check register and summary through March 2014. *(EXHIBIT "C")*

5.4.2 **Property Deletion and Disposal**
Approved the deletion and disposal of items presented from property records in the amount of $3,931.39. *(EXHIBIT "D")*

Mr. Lambert made a motion, seconded by Mrs. Cullens, 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**

6.1 **Policy Development**

6.1.1 **Policy 1.18 Substance Abuse Testing**
Consideration to adopt a new Policy 1.18 Substance Abuse Testing was presented. *(EXHIBIT "E")*

Mr. Bryan made a motion, seconded by Mrs. Puckorius, to approve the adoption of Policy 1.18 Substance Abuse Testing 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.**

7.0 **ACADEMIC AND STUDENT MATTERS**

7.1 **Curriculum Proposals**
Dr. Leitzel introduced curriculum proposals. *(EXHIBIT "F")*

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to approve the curriculum proposals 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.**

### 7.2 Fee Proposals
Dr. Leitzel introduced fee proposals. *(EXHIBIT "G")*

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the fee proposals 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.**

### 7.3 Development and Implementation of Women’s Cross Country Team
Mr. Rick Hitt, Athletic Director, presented a request to develop and implement a women’s cross country team at South Florida State College. *(EXHIBIT "H")*

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve the development and implementation of a women’s cross country team for fall 2015 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

#### 8.1 Annual Equity Report Update
Dr. van der Kaay, Ms. Sureka Flemming, and Mrs. Susie Hale presented SFSC’s Annual Equity Report Update for 2014. *(EXHIBIT “I”)*

**Mr. Backer made a motion, seconded by Mrs. Cullens, to accept SFSC’s Annual Equity Report Update for 2014, and to authorize its submission to the Florida Department of Education 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.**

### 9.0 REPORTS

#### 9.1 Facilities
No report was presented.

#### 9.2 Resource Development
Due to a computer program upgrade, no report was presented this month. A two month report will be provided at the May Board meeting.

#### 9.3 Financial Report
Financial graphs and a summary of revenue and expenditures through the month of February 2014 were presented as information items. *(EXHIBIT "J")*

#### 9.4 President’s Report
1. Dr. Leitzel distributed a copy of the college’s 2014 Commencement program outline. Commencement will take place May 6, 2014 in the Theatre for the Performing Arts at 6:45 p.m.
2. Dr. Leitzel made a verbal request from faculty and the endorsement of administration, asking for the Trustees endorsement to present the family of
SFSC student, Ms. Lauren Phillips, an honorary AA degree at commencement. Ms. Phillips was a student athlete who was killed in an automobile accident in March. She was a member of the softball team. Those in favor of the request were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. All were in favor.

3. Dr. Leitzel reported on meetings with legislative delegation members to discuss the College’s plans to apply for federal Farm Bill funding. The meetings included the Commissioner of Agriculture, Senator Grimsley and Representative Pigman. Representative Albritton will be informed privately as he was unable to meet personally.

FY 15 funding updates indicated increases in both the House and Senate’s versions of the budget. Although nothing is certain at this point, early indications looked positive.

The administrative team is following several bills, including PECO funding, the Dream Act, Textbook Affordability, Collegiate High Schools, and Tech Centers becoming Tech Colleges. At present, Dr. Leitzel reported that there are no real surprises. He mentioned that new bachelor degree proposal submission is on hold.

9.5 Board Attorney’s Report
Mrs. Karlson stated no report.

9.6 Board Members’ Reports
Mrs. Puckorius stated that the Student Art Awards event held recently was terrific. Many types of art were displayed. She also enjoyed attending the recent Law Enforcement graduation.

Mr. Backer commented on the article that appeared in today’s Highlands Today regarding scholarships. He thanked Dr. van der Kaay for his work on the Equity Report. Mr. Backer also thanked the college for the flowers and prayers his wife received after her recent surgery.

Mr. Bryan stated no report.

Mrs. Cullens reminded the Trustees of the SFSC Foundation Gala on Saturday night.

Mr. Lambert stated no report.

Mrs. Rider shared that due to a scholarship given by the Highlands County Bar Association, a student is able to pursue a college degree.

9.7 Board Chair Report
Mr. Wright stated that he had recently attended the SFSC Awards Day and Student Art Awards events. He was impressed at the amount of cash awards given at the Art Awards.

10.0 ADJOURNMENT
There being no further business to come before the Board, the meeting adjourned at 7:43 p.m.