

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JANUARY 28, 2015**

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

Absent:

Staff Present: Mr. Don Appelquist Dr. Kimberly Batty-Herbert Mr. Kevin Brown
Mrs. Tammy Bush Ms. Cindy Garren Mrs. Anita Kovacs
Mrs. Deborah Latter Mr. Glenn Little Dr. Mike McLeod
Dr. Leana Revell Mrs. Becky Sroda Dr. Chris van der Kaay
Mrs. June Weyrauch Dr. Deborah Fuschetti

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 6:03 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mr. Ken Lambert.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held January 28, 2015 as recommended. 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 Planning Workshop Minutes

Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the minutes of the planning workshop held December 10, 2014. Those voting in favor of the motion were Mr. Backer, Mr. Byran, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held December 10,

2014. Those voting in favor of the motion were Mr. Backer, Mr. Byran, Mrs. Cullens, Dr. Kirschner, 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. Mrs. Puckorius asked that the December 17, 2015 Fall Commencement be added to the calendar. Dr. Leitzel distributed a copy of the GPS New Student Orientation Schedule for the Trustees review. Mr. Byran asked Mrs. Bush to send the schedule electronically to the Trustees.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

None

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 SACSCOC Substantive Change Visit

Dr. Leana Revell gave an update on the February 2-4, 2015 SACSCOC Substantive Change Visit and distributed a copy of the itinerary for the Trustees review.

4.2 SFSC 50th Anniversary Celebration

Mr. Don Appelquist and Ms. Jane Hancock gave a PowerPoint presentation regarding the events scheduled for the college's 50th Anniversary Celebration. The Trustees asked that the time of the events be sent to them as soon as possible.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, full-time professional staff; full-time career service staff; resignation; and retirements as presented. **(EXHIBIT "A")**

5.2 Agreement and Contracts

5.2.1 Approved entry into **new** collegiate high school agreements with DeSoto County School Board, Hardee County School Board, and Highlands County School Board as presented. **(EXHIBIT "B")**

5.2.2 Approved entry into a **new** affiliation agreement with Redlands Christian Migrant Association (RCMA) to allow dental students the opportunity to engage in a clinical practicum by providing dental care for clients of the Redlands Christian Migrant Association. **(EXHIBIT "C")**

5.2.3 Approved entry into a **new** affiliation agreement with Highlands Regional Medical Center (Sebring Hospital Management Associates, LLC) to allow biomedical technology students the opportunity to engage in a clinical practicum at Highlands Regional Medical Center. **(EXHIBIT "D")**

5.3 Grant Applications

5.3.1 Student Support Services

US Department of Education \$1,100,000 (\$220,000/year for 5 yrs.)

5.3.2 Retired & Senior Volunteer Program

Corporation for Nat'l and Community Service \$45,884

5.3.3 Florida Health Literacy Initiative

Florida Blue \$5,000

5.3.4 Quick Response Training Grant-Genpak, LLC

Career Source Florida \$28,481

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 December 2014. **(EXHIBIT "E")**

5.4.2 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of \$73,209.57. **(EXHIBIT "F")**

5.4.3 Customer Billing List

Approved the addition of Southwest Florida Workforce Development Board, Inc. to the college's customer billing list. **(EXHIBIT "G")**

5.4.4 Vehicle Donation

Accepted the donation of a 2008 Ford Crown Victoria and a 2009 Ford Crown Victoria as presented. **(EXHIBIT "H")**

Mrs. Cullens made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.4.4 as presented. Mr. Bryan disclosed his affiliation with CareerSource Heartland. 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

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Leana Revell introduced the curriculum proposals. **(EXHIBIT "I")**

Mrs. Cullens 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, 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 President's Annual Performance Review

Mr. Lambert reported that after reviewing Dr. Leitzel's evaluations submitted to Mrs. Pam Karlson, College Attorney, from the Trustees he felt that Dr. Leitzel had met and exceeded the performance indicators on which the evaluation was based.

Mr. Bryan made a motion, seconded by Mrs. Cullens, to extend a three year continuing contract for Dr. Leitzel through June 30, 2018. 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.**

Mr. Lambert asked Mrs. Karlson to assist in preparing the necessary documents. Dr. Leitzel thanked the Trustees and the SFSC team for their support.

9.0 REPORTS

9.1 Resource Development

Mr. Appelquist reported on a recently funded grant, donations, and pledges.

I. Grant Funded

Adult Education and Family Literacy

Adult General Education

Florida Department of Education \$6,074

II. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$186,852.46** from November 11, 2014 through January 13, 2015.

9.2 Financial Report

Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of November 2014 as information items.

(EXHIBIT "J")

9.3 President's Report

Dr. Leitzel reported on the following college activities:

1. Fermentation Still for Biofuels Programs
2. Thanked Mr. Don Appelquist and Ms. Jane Hancock for their work with the 50th Anniversary activities.
3. Announced the Governor's reappointment of Mrs. Cullens, Mr. Lambert, and Mrs. Rider.
4. Highlighted some college-wide events that took place in December, such as the Employee Holiday Luncheon (AFC scholarship dollars raised and President's Awards), addition of a Fall Commencement, and the birth of a new Vision Statement.
5. The new Vision Statement will be announced to all employees and discussed on February 13 during Professional Development Day.
6. Spring enrollment looks good, positive growth.
7. Gave a state funding update, economic outlook, and reviewed the Florida College System budget request.
8. Dr. Chris van der Kaay reviewed the Core Indicators of Effectiveness Measure #3: Graduation Rate.
9. Mr. Kevin Brown gave an update of the DeSoto County Workforce Study.
10. Mrs. Sroda announced that the college's Paramedic Program received national accreditation CAAHEP.

11. Announced that the college's new website went "live" today at 10:00. He thanked Mrs. Latter for her work with the project.
12. Reported on the progress of the Fire Science Building and Tower.
13. Reported on the college's participation at the Hardee County Balloon Festival to benefit the Hardee Education Foundation.
14. Gave an update on the repair work being done on the Tower of Enlightenment.
15. Reported on the *Men of Color* event held January 22 on the Highlands Campus with students from Avon Park High School and Principal Tealy Williams. He thanked Mr. Eddie Cuencas for his work on this project.
16. Announced that Friday is the opening season for baseball and softball.

9.4 Board Attorney's Report

Mrs. Karlson thanked the Trustees for returning the President's evaluations to her in a timely manner.

9.5 Board Members' Reports

Mr. Wright stated no report.

Mrs. Cullens thanked the Trustees for their support during her term as chair of the AFC Trustees Commission which ends June 30, 2015.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

Mrs. Puckorius stated that she liked the college flags that were placed outside Building F entrance this evening which will be used for 50th Anniversary events. She also liked the addition of the larger viewing screen that had been placed on the long wall in the Boardroom.

Mr. Backer stated no report.

Dr. Kirschner stated no report.

9.6 Board Chair Report

Mr. Lambert congratulated the college employees for receiving no comments on the recent Operational Audit report. He also stated that he is looking forward to the ACCT National Legislative Summit in Washington, DC on January 9-12, 2015. Mr. Lambert suggested holding a Legislative Day on the Highlands Campus inviting local Legislators.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:24 p.m.