

**MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JANUARY 23, 2013**

**Members Present:** Mr. Tim Backer  
Mr. Derren Bryan  
Mrs. Tami Cullens, Chair  
Dr. Louis H. Kirschner  
Mr. Ken Lambert  
Mrs. Lana C. Puckorius  
Mrs. Kris Y. Rider  
Mr. Joe Wright, Vice Chair  
Dr. Norman L. Stephens, Jr., President/Secretary

**Members Absent:** Mr. Andrew Jackson, College Attorney

**Staff Present:** Ms. Annie Alexander-Harvey    Mr. Doug Andrews    Mr. Don Appelquist  
Mr. Kevin Brown    Mrs. Tammy Bush    Mrs. Suzanne Demers  
Mrs. Susie Hale    Mrs. Anita Kovacs    Mrs. Deborah Latter  
Mr. Glenn Little    Mrs. Lindsay Lynch    Dr. Mike McLeod  
Dr. Leana Revell    Dr. Chris van der Kaay    Ms. Jane Hancock

**Others Present:** Mr. Michael Shumans    Mr. Darrell Jensen    Lt. Darin Hood  
Mr. Joseph Chestnut

**CALL TO ORDER**

At 6:03 p.m., the regular meeting of the District Board of Trustees was called to order at the DeSoto Campus by Board Chair, Mrs. Tami Cullens.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Wright made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held January 23, 2013 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**

**Mr. Lambert made a motion, seconded by Mrs. Puckorius, to approve the minutes of the planning workshop held December 5, 2012.** 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.**

**1.2.2 Regular Meeting Minutes**

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held December 5, 2012.** 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.**

**1.3 Review of Agenda Master Calendar**

The Agenda Master Calendar was reviewed. Dr. Stephens reminded the Trustees of the upcoming Presidential Search Screening Committee workshops scheduled for February 19, February 26, and March 19.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

**3.0 PUBLIC COMMENT**

Mr. Michael Schumans, Regional Director, AMIkids, Inc.; Mr. Darrell Jensen, Board of Directors Chair, AMIkids Last Chance Ranch; Lt. Darin Hood, Board of Directors President, AMIkids Last Chance Ranch; and Mr. Joseph Chestnut, Executive Director, Last Chance Ranch presented SFSC District Board of Trustees a plaque of appreciation for the 30 years of education partnership with AMIkids. The college partnered with the program in Venus, which recently closed due to State budget cuts. Mr. Shumans expressed AMIkids, Inc.'s appreciation for SFSC employee, Norman Church, and his 28 years of service with the program.

**4.0 PRESENTATION**

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments, full-time career staff; full-time professional staff; resignations/terminations; retirements; and adjunct faculty for the 2012-2013 academic year as needed. **(EXHIBIT "A")**

**5.2 Agreement and Contracts**

**5.2.1** Approved the renewal of a service contract with Highlands Independent Bank for one additional year. **(EXHIBIT "B")**

**5.2.2** Approved authorization of a new articulation agreement with Troy University to facilitate student transfer and degree attainment. **(EXHIBIT "C")**

**5.3 Grant Applications**

**5.3.1 Agriculture in the Classroom, K-12**

United States Department of Agriculture \$150,000.00  
**(EXHIBIT "D")**

**5.3.2 SFSC Cultural Programs – 2013 Marketing**

Highlands County Tourist Development Council \$1,000.00  
**(EXHIBIT "E")**

**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 November 2012. *(EXHIBIT "F")*

**5.4.2 Property Deletion and Disposal**

Approved the deletion and disposal of items presented from property records in the amount of **\$70,643.41**. *(EXHIBIT "G")*

**Mr. Backer made a motion, seconded by Mr. Bryan, 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, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**6.0 PLANNING AND POLICY ISSUES**

**6.1 Policy Implementation**

**6.1.1 Policy 2.05 Signing Authority**

Consideration of proposed changes to Policy 2.05 Signing Authority were presented. *(EXHIBIT "H")*

**Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve the proposed changes to Policy 2.05 Signing Authority 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.**

**6.1.2 Policy 2.08 Check and Electronic Funds Transfer Procedure**

Consideration to establish a new Policy 2.08 Check and Electronic Funds Transfer Procedure was presented. *(EXHIBIT "I")*

**Mr. Lambert made a motion, seconded by Mr. Wright, to approve the establishment of a new Policy 2.08 Check and Electronic Funds Transfer Procedure 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.**

**6.1.3 Policy 4.09 Cash Collection and Book Depositories**

Consideration of purposed changes to Policy 4.09 Cash Collection and Book Depositories were presented. *(EXHIBIT "J")*

**Mr. Bryan made a motion, seconded by Mr. Backer, to approve the proposed changes to Policy 4.09 Cash Collection and Book Depositories 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.**

**7.0 ACADEMIC AND STUDENT MATTERS**

**7.1 Curriculum Proposals**

Approved the curriculum proposals as presented. (*EXHIBIT "K"*)

**Mr. Backer made a motion, seconded by Mr. Wright, 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.**

**7.2 Fee Proposals**

Approved the fee proposals as presented. (*EXHIBIT "L"*)

**Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve the fee 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 made a motion, seconded by Mr. Backer to affirm that President Stephens continues to demonstrate satisfactory performance of his duties, and furthermore, that he continues to demonstrate commitment in support of college planning and equity goals.** 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.**

**8.2 Award of Bid for Reroofing**

**Mrs. Rider made a motion, seconded by Dr. Kirschner, to approve the acceptance of the bid for \$192,000 to L. Cobb Construction, Inc., for ITB 12-09, reroofing at the Highlands Campus.** 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.**  
(*EXHIBIT "M"*)

**9.0 REPORTS**

**9.1 Facilities**

**9.2 Resource Development**

**9.2.1 (I) Grant Not Funded**

**Nursing Faculty Technology**

Verizon Foundation

\$7,500

**(II) Grants Funded**

**Hotel Jacaranda Threat Amelioration**

Florida Dept. of State/Division of Cultural Resources

\$31,385

**SFSC Intensive Summer Academic Programs-  
HHS and APHS**

The College Board, Florida Partnership

\$12,600

**(III) Donations and Pledges**

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$149,450.11** from November 14, 2012 through December 31, 2012.

Mr. Appelquist stated that this year's SFSC Foundation Gala will take place April 27 at the Jacaranda Hotel.

**9.3 Financial Report**

Financial graphs and a summary report through the month of November 2012 were presented as information items. **(EXHIBIT "N")**

**9.4 President's Report**

1. Dr. Stephens reported on the college's mid-year review budget. Overall tuition revenue is down.
2. Dr. Stephens reminded the Trustees that the NLNAN Accreditation Team will be here January 29-31 for a site visit.
3. Dr. Stephens commended Dr. Revell for her work in completing the SACS level-change report for the Baccalaureate program. The report is on the college's website.
4. Dr. Stephens stated that the SFSC Annual Report is on the college's website. He commended Mrs. Latter for preparing the report and those who provided information.
5. Dr. Stephens reminded the Trustees of the two upcoming conferences. The AFC Trustees Annual Legislative Conference in Tallahassee, February 5 & 6. Also, the ACCT National Legislative Summit in Washington, DC, February 11-14.
6. Dr. Stephens reported that currently 18 applicants have applied for the College President position.

**9.5 Board Attorney's Report**

**9.6 Board Members' Reports**

Mr. Bryan asked if the college has spoken with someone from Hardee County Sheriff's Office recently to be sure they are checking the Hardee Campus regularly. Mr. Little will follow up. Dr. Revell stated that Dean Kevin Brown and she met with our district's law enforcement agencies recently and will remain in contact with them.

Dr. Kirschner asked everyone to be aware of any upcoming legislative bills regarding school security. Mrs. Cullens suggested that the college continue to work at the local level while the State determines options.

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Mr. Wright thanked Dr. Stephens for his leadership with the college's resolution regarding Prayers, Invocations, and Benedictions. He stated that recently he had given a presentation to the Avon Park Rotary Club on this topic and that it was well received. Mr. Wright also stated that he had recently attended an iPhone class through the college's Community Education department. He stated that he learned a lot and that it was a positive experience for him.

Mrs. Puckorius asked if there were suggestion boxes on the campus. Dr. Revell stated that there is one in Building B and at the other campuses. Mr. Andrews stated that there is one in the Theatre for the Performing Arts as well.

Mr. Lambert stated that government and local organizations in Hardee County are considering adopting a Prayers, Invocations, and Benedictions resolution.

Mrs. Rider stated she continues to receive good comments about the college.

Mr. Backer stated that he attended Effie Keen's memorial/life celebration held recently. He also attended the Law Enforcement Academy Graduation held January 16, along with Mrs. Puckorius and Mrs. Rider. He stated it was well attended.

**9.7 Board Chair Report**

Mrs. Cullens stated that she is pleased with the college's partnership with district's law enforcement agencies. She is glad that the Troy State articulation agreement was approved during tonight's meeting.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 7:15 p.m.