

**MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 26, 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
Mrs. Pamela T. Karlson, College Attorney

Members Absent:

Staff Present:

Mr. Doug Andrews	Mr. Don Appelquist	Mr. Kevin Brown
Mrs. Tammy Bush	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
Dr. Deborah Fuschetti	Dr. Michele Heston	Mr. Keith Loweke
Mrs. Becky Sroda	Ms. Irene Castanon	

Others Present: Mrs. Laurie Stephens, Mrs. Peggy Golden, Mrs. Barbara Kirschner

CALL TO ORDER

At 6:00 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus 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 June 26, 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 Budget Workshop Meeting Minutes

Mrs. Rider made a motion, seconded by Mr. Wright to approve the minutes of the budget workshop held May 22, 2013. 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

Mr. Wright made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held May 22, 2013. 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.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 Employee Retirement

Mrs. Puckorius made a motion, seconded by Dr. Kirschner, to approve the retirement of Dr. Norman L. Stephens, Jr., effective June 30, 2013. The Trustees thanked Dr. Stephens for his 11 years of service. Mrs. Cullens presented Dr. Stephens with a certificate of President Emeritus and retirement resolution. 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 "A")**

3.0 PUBLIC COMMENT

4.0 PRESENTATION

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, full-time professional staff; full-time faculty; full-time career staff, 2013-14; adjunct faculty for the 2012-13 academic year as needed; and adjunct faculty for the 2013-14 academic year as needed. **(EXHIBIT "B")**

5.2 Agreement and Contracts

5.2.1 Approved the renewal of a lease agreement with Tri-County Human Services, Inc. for the use of The Florida Center as presented. **(EXHIBIT "C")**

5.2.2 Approved the renewal of a training agreement with the Polk County Development Board, Inc. to serve as a training agent to provide training programs to eligible clients by PolkWorks as presented. **(EXHIBIT "D")**

5.2.3 Approved entering into dual enrollment agreements with school and school districts for the 2013-14 academic year as presented. **(EXHIBIT "E")**

5.2.4 Approved the renewal of articulation agreements and memorandums of understanding with universities to facilitate student transfers and degree attainment as presented. **(EXHIBIT "F")**

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 April 2013. *(EXHIBIT "G")*

5.4.2 Customer Billing List

Approved the addition of Bernie Little Distributors to the college's billing list. *(EXHIBIT "H")*

Mr. Lambert made a motion, seconded by Mr. Wright, 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

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Approved curriculum proposals as presented. *(EXHIBIT "I")*

Mrs. Puckorius 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.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Capital Improvement Program (CIP)

Approval was requested to accept the Capital Improvement Program plans for 2014-15 through 2018-19 and submission to the Division of Florida Colleges as presented. *(EXHIBIT "J")*

Mrs. Puckorius made a motion, seconded by Mr. Lambert, to accept the Capital Improvement Program plans for 2014-15 through 2018-19 and submission to the Division of Florida Colleges 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.**

8.2 Educational Plant Survey

Approved the Educational Plan Survey as presented. *(EXHIBIT "K")*

Mr. Backer made a motion, seconded by Mr. Wright, to approve the Educational Plant Survey 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.**

8.3 Dual Enrollment Rate Revision

Approved of the Student Fee Rates for 2013-14. *(EXHIBIT "L")*

Mrs. Rider made a motion, seconded by Dr. Kirschner, to approve the Student Fee Rates for 2013-14 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.**

9.0 REPORTS

9.1 Facilities

9.2 Resource Development

9.2.1 Grants Funded

**K-20 Campus Security/Highlands
FL Dept. of Education**
State Homeland Security Grant \$10,000

**K-20 Campus Security/DeSoto
FL Dept. of Education**
State Homeland Security Grant \$9,980

Health Service Grants
Highlands County Hospital District Board \$12,000

Retired & Senior Volunteer Program (RSVP)
Corporation for National and Community Service \$1,500

9.2.2 Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$65,077.43** from May 8, 2013 through June 6, 2013.

9.3 Financial Report

Financial graphs and a summary report through the month of April 2013 were presented as information items. (*EXHIBIT "M"*)

9.4 President's Report

1. Dr. Stephens stated that the college received approval for level change from SACS.

In 2010 South Florida Community College began the process of initiating baccalaureate degree programs. As part of the process the college completed a needs assessment and developed a proposal for the first bachelor's degree program. After approval of the Bachelor of Applied Science in Supervision and Management by the Florida State Board of Education, the college then approached the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) for approval to offer bachelor's degrees. In the early 1960's the college had initially been approved to provide associate degrees, certificates and diplomas. The ability to provide bachelor's degrees required the submission of An Application for Level Change be approved by SACSCOC. The college received permission from SACSCOC in summer 2012 to move from a Level I degree (associates) granting institution, to a Level II (baccalaureate) degree granting institution. Upon receipt of this notification, the college changed its name to South Florida State College, and continued with the required substantive change process.

The first class for the baccalaureate program began in August 2012. In March 2013 a visiting team came to the college with the purpose of verifying and affirming that the new baccalaureate program met the core requirements and comprehensive standards of an accredited bachelor's degree institution. The visiting team had "no recommendations" and forwarded this information to SACSCOC. SACSCOC reviewed the visiting team's recommendations at its bi-annual meeting in June and reaffirmed accreditation as a Level II institution until the year 2022.

2. Dr. Stephens shared 3 letters of appreciation he had received recently.
3. Dr. Stephens stated that Dr. Leitzel will be here Monday morning.
4. Dr. Stephens thanked the Trustees for their support.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mr. Bryan thanked Dr. Stephens for his assistance and support.

Dr. Kirschner thanked Dr. Stephens for his service to the college.

Mr. Backer stated that he appreciated Dr. Stephens's dedication to the college. He also stated that Dr. Kirschner's mother passed away June 14.

Mr. Wright shared that the knowledge he has gained through his role with the college was helpful during a meeting he had recently attended.

Mrs. Puckorius stated it has been wonderful working with Dr. Stephens.

Mr. Lambert stated that he appreciated Dr. Stephens's service to the college.

Mrs. Rider thanked Dr. Stephens for his service to the college.

9.7 Board Chair Report

Mrs. Cullens mentioned the possibility of a workshop with Dr. Leitzel in the future. She also stated that she will miss Dr. Stephens.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 7:16 p.m.