

**MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
MAY 22, 2013**

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

**Members Absent:**

<b>Staff Present:</b>	Mr. Doug Andrews	Mr. Don Appelquist	Dr. Kimberly Batty-Herbert
	Mr. Kevin Brown	Mrs. Tammy Bush	Mrs. Susie Hale
	Mrs. Anita Kovacs	Mrs. Deborah Latter	Mr. Glenn Little
	Dr. Mike McLeod	Dr. Leana Revell	Dr. Chris van der Kaay
	Dr. Robert Flores	Dr. Deborah Fuschetti	

**Others Present:** Mrs. Barbara Kirschner, Mr. Terry Atchley

**CALL TO ORDER**

At 6:10 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. Lambert made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held May 22, 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 Presidential Interview Workshop**

**Mr. Wright made a motion, seconded by Mrs. Puckorius, to approve the minutes of the presidential interview workshop held April 4, 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 Presidential Interview Workshop**

**Mrs. Rider made a motion, seconded by Mr. Wright, to approve the minutes of the presidential interview workshop held April 9, 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.**

**1.2.3 Presidential Interview Workshop**

**Mr. Backer made a motion, seconded by Mr. Wright, to approve the minutes of the presidential interview workshop held April 11, 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.**

**1.2.4 Presidential Interview Workshop**

**Mr. Wright made a motion, seconded by Mr. Backer, to approve the minutes of the presidential interview workshop held April 16, 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.**

**1.2.5 Special Meeting Minutes**

**Mr. Lambert made a motion, seconded by Mr. Wright, to approve the minutes of the special meeting held April 19, 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.**

**1.2.6 Regular Meeting Minutes**

**Mr. Backer made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held April 24, 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. Mrs. Cullens stated that the AFC Convention has been moved from Destin to Orlando and will take place Nov. 13-15, 2013.

**Mr. Backer made a motion, seconded by Mr. Wright, to approve moving the July 2013 Board meeting from the DeSoto Campus to the Highlands Campus as this will be Dr. Leitzel's first Board meeting.**

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.**

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

**2.1 New Employee Introductions**

The following new employees were acknowledged as having been introduced at the Annual Budget Workshop held prior to the Board meeting:

<b>Employee</b>	<b>Position</b>	<b>Supervisor</b>	<b>Hired</b>
Amanda Farmer	Proctor, Testing/Assessment Center	Mary Ann Little	03/19/12
Sara McGann	Staff Asst. II, Bioenergy Program	Kevin Brown	04/01/13
Summer Miller	Coordinator, Public Relations	Deborah Latter	04/08/13

Dr. Stephens welcomed Mr. Terry Atchley, SFSC Foundation Board Member, who was in attendance.

**3.0 PUBLIC COMMENT**

**4.0 PRESENTATION**

**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/terminations; retirements; and adjunct faculty for the 2012-13 academic year as needed. **(EXHIBIT "A")**

**5.2 Agreement and Contracts**

**5.2.1** Approved entry into a new service agreement with the Florida Adult and Technical Distance Education Consortium for Highlands County to allow Highlands County GED, ESOL, Adult High School, and Adult Basic Education students to engage in online training opportunities. **(EXHIBIT "B")**

**5.2.2** Approved the renewal of lease agreements with the SFSC Foundation, Inc. for the use of the Hotel Jacaranda, the SFSC Teacherage, and the Lorida Center for classroom space. **(EXHIBIT "C")**

**5.2.3** Approved entering into a grant agreement to participate in the Florida Public Safety and Homeland Security Consortium as presented. **(EXHIBIT "D")**

**5.2.4** Approved entering into a grant agreement to participate in the Cyber Security Rural College Consortium as presented. **(EXHIBIT "E")**

**5.2.5** Approved entering into a grant agreement to partner with AVID i3 Improving Student Outcomes in a Rural Context as presented. **(EXHIBIT "F")**

**5.3 Grant Applications**

**5.3.1 Adults with Disabilities**

Florida Department of Education \$170,000  
**(EXHIBIT "G")**

**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 2013. **(EXHIBIT "H")**

**5.4.2 Uncollectible Debt**

Approved a request to write off uncollectible debt in the amount of \$29,057.62 **(EXHIBIT "I")**

**5.4.3 Property Deletion and Disposal**

Authorized the deletion and disposal of items presented from property records in the amount of **\$6,831.00. (EXHIBIT "J")**

**Mr. Bryan made a motion, seconded by Dr. Kirschner, to approve the Consent Agenda, Items 5.1 through 5.4.3 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 1.10 Equal Opportunity**

Consideration of proposed changes to Policy 1.10 Equal Opportunity was presented. **(EXHIBIT "K")**

**Mr. Wright made a motion, seconded by Mr. Lambert, to approve the proposed changes to Policy 1.10 Equal Opportunity 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 5.04 Performance Review**

Consideration of proposed changes to Policy 5.04 Performance Review was presented. **(EXHIBIT "L")**

**Mrs. Rider made a motion, seconded by Mr. Lambert, to approve the proposed changes to Policy 5.04 Performance Review 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 5.07 Employment Agreements**

Consideration of proposed changes to Policy 5.07 Employment Agreements was presented. **(EXHIBIT "M")**

**Mr. Wright made a motion, seconded by Mr. Backer, to approve the proposed changes to Policy 5.07 Employment Agreements 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.**

#### **6.1.4 Policy 5.23 Prohibition Against Discrimination**

Consideration of proposed changes to Policy 5.23 Prohibition Against Discrimination was presented. **(EXHIBIT "N")**

**Mr. Wright made a motion, seconded by Mr. Bryan, to approve the proposed changes to Policy 5.23 Prohibition Against Discrimination 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**

### **8.0 PURCHASING AND OTHER ACTION ITEMS**

#### **8.1 SFSC 2013-2014 Budget Proposal**

Approval was requested to accept the Operating Budget for 2013-2014, including the student fee rates and salary schedule, as well as 2013-2014 Capital Outlay Budget as presented at the Budget Workshop. **(EXHIBIT "O")**

**Mr. Backer made a motion, seconded by Mr. Lambert, to approve the Operating Budget for 2013-2014, including the student fee rates and salary schedule, as well as the 2013-2014 Capital Outlay Budget as presented at the Budget Workshop.** 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 Check Signing Authority**

Approval was requested for check signing authority. **(EXHIBIT "P")**

**Mr. Lambert made a motion, seconded by Mrs. Rider, to approve District Board of Trustees Vice Chair, Mr. Joe Wright, to serve as a signatory for banking agreements and a check signer from July 1, 2013 until the appointment of a new district Board of Trustees Chair.** 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 Annual Facilities Inspection Summary Report**

Approval was requested to accept the Fire Safety, Sanitation, and Casualty Inspection Report for the 2012-2013 year as presented. **(EXHIBIT "Q")**

**Mr. Backer made a motion, seconded by Mr. Wright, to accept the Fire Safety, Sanitation, and Casualty Inspection Report for the 2012-2013 year 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.**

**8.4 Recertification of Direct Support Organization**

Approval was requested to reauthorize the SFSC Foundation, Inc. to serve the college as a direct support organization for the 2013-2014 fiscal year.  
**(EXHIBIT "R")**

**Mrs. Rider made a motion, seconded by Mr. Wright, to approve the reauthorization of the SFSC Foundation, Inc. to serve the college as a direct support organization for the 2013-2014 fiscal year.** 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 Donations and Pledges**

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$70,722.02** from April 10, 2013 through May 7, 2013.

Mr. Appelquist presented the audited financial statements of the SFSC Foundation, Inc. for year ending December 31, 2012 and the IRS Form 990.

**9.3 Financial Report**

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

**9.4 President's Report**

1. Dr. Stephens announced that Mrs. Anita Kovacs recently received the Ken Jarrett Service Award.
2. Dr. Stephens thanked Mr. Wright and Mr. Little for attending the Highlands County Board of County Commissioner's meeting Tuesday morning to speak to the Sebring Parkway project.
3. Dr. Stephens reported that the college hosted a Florida Virtual Campus state-wide meeting on the Highlands Campus on Tuesday and Wednesday.
4. Dr. Stephens stated that he would be out of the office the week of May 27 and June 3.
5. Dr. Stephens asked Mr. Doug Andrews to report on two upcoming events. Mr. Andrews stated that the musical group *Emanon* will perform June 8 in the University Center Auditorium to benefit the D. Norman L. Stephens, Jr., Endowment Fund. Also, the *Movin' Out Band* will perform a *Billy Joel Tribute* concert on June 29 in the Theatre for the Performing Arts to benefit Samaritan's Touch.

**9.5 Board Attorney's Report**

Mrs. Karlson stated that she is working with county officials on the Sebring Parkway project.

**9.6 Board Members' Reports**

Mr. Bryan stated no report.

Dr. Kirschner stated no report.

Mrs. Puckorius asked the trustees to approve her request to be considered for membership on the ACCT Finance and Audit Committee for a second year.

**Mr. Wright made a motion, seconded by Dr. Kirschner, to approve Mrs. Puckorius' request to be considered for membership on the ACCT Finance and Audit Committee for a second year.** 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. Backer thanked the college staff for their work on this year's budget.

Mr. Wright thanked the Board and college administration for their work on this year's budget.

Mr. Lambert echoed Mr. Wright's comment.

Mrs. Rider stated no report.

**9.7 Board Chair Report**

Mrs. Cullens informed the trustees of a retirement dinner for Dr. Stephens on June 27<sup>th</sup>. Invitations will be mailed soon.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 6:56 p.m.