

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

Members Present: Mr. Tim Backer
Mr. Derren Bryan
Mrs. Tami Cullens
Dr. Louis H. Kirschner
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:

Staff Present:

Ms. Annie Alexander-Harvey	Mr. Doug Andrews	Mr. Don Appelquist
Dr. Kimberly Batty-Herbert	Mrs. Tammy Bush	Mrs. Susie Hale
Mrs. Anita Kovacs	Mrs. Deborah Latter	Mr. Glenn Little
Dr. Mike McLeod	Mr. Randy Paeplow	Dr. Leana Revell
Dr. Chris van der Kaay	Ms. Jane Hancock	Dr. Deborah Fuschetti
Ms. Lena Phelps	Mr. Erik Christensen	Mrs. Melanie Jackson
Mrs. Melanie Moody	Linda Tagesson	Mr. Stephen Staik

Others Present: Mrs. Barbara Kirschner, Ms. Evelyn Barajas

CALL TO ORDER

At 6:10 p.m., the regular meeting of the District Board of Trustees was called to order at the Lake Placid Center 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 October 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 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held September 25, 2013 with a correction under Item 10.0 Adjournment. The correct time the meeting adjourned was 8:46 p.m. This correction will be made to the minutes. Those voting in favor of the motion were

OCTOBER 23, 2013

Page 2

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 2014 Trustees Annual Legislative Conference will be held February 3-4 in Tallahassee.

Dr. Leitzel stated that a Phi Theta Kappa Induction Ceremony will take place Friday, October 25, a Veterans' Day Event will be held November 11, and the 30th Anniversary of the college's Artist Series will take place November 26.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 Student Celebration

Dr. Leitzel introduced Mr. Randy Paepflow, director, Lake Placid Center, who introduced Mr. Stephen Staik, SFSC employee and Circle K International (CKI) student organization advisor and Ms. Evelyn Barajas, SFSC student and president of CKI. Ms. Barajas gave a presentation sharing the service, volunteer, and leadership events that had taken place recently and future planned events.

3.0 PUBLIC COMMENT

4.0 PRESENTATION

4.1 Electronic Textbooks and Other Resource Initiatives

Dr. Leitzel introduced Mr. Glenn Little who, along with Dr. Leana Revell, Mrs. Melanie Jackson, Mr. Erik Christensen, and Ms. Lena Phelps, gave a presentation featuring innovative changes in the marketplace for educational materials and resources for students, with a focus on efforts at SFSC to provide affordable course materials for our faculty and students. **(EXHIBIT "A")**

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of resignations; retirements; 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 training agreement with Heartland Workforce Investment Board, Inc. (HWIB) to serve as a training agent for 2013-2014 as presented. **(EXHIBIT "C")**

5.2.2 Approved a revised service agreement with the University of South Florida to continue to serve as a fiscal agent for the Small Business Development Center housed on the Highlands Campus as presented. **(EXHIBIT "D")**

5.3 Grant Applications

None

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 September 2013. *(EXHIBIT "E")*

Dr. Kirschner made a motion, seconded by Mrs. Puckorius, to approve the Consent Agenda, Items 5.1 through 5.4.1 as presented. Prior to the vote, Mr. Bryan disclosed that he is a Board member of the Heartland Workforce Investment Board, Inc. 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 Development

6.1.1 Policy 1.07 Alcohol and Drug-Free Campus and Workplace

Dr. Leitzel presented for discussion revised proposed changes to Policy 1.07 Alcohol and Drug-Free Campus and Workplace. *(EXHIBIT "F")*

Mrs. Puckorius made a motion, seconded by Mr. Backer to table consideration of the revised changes to Policy 1.07 Alcohol and Drug-Free Campus and Workplace until the college administration and the Board attorney is ready to present additional information requested by the District Board of Trustee. 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 New Policy 4.11 Student Fees

Dr. Leitzel presented for discussion a **new** Policy 4.11 Student Fees. *(EXHIBIT "G")*

Mr. Bryan made a motion, seconded by Mrs. Cullens to table consideration of new Policy 4.11 Student Fees until the December 11 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.**

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

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

Mrs. Cullens made a motion, seconded by Mr. Backer, 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 fee proposals as presented. *(EXHIBIT "I")*

Mrs. Rider 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, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.0 PURCHASING AND OTHER ACTION ITEMS

9.0 REPORTS

9.1 Facilities

9.2 Resource Development

I. Grants Funded

Highlands County Health Facilities Authority

Highlands County Board of County Commissioners \$8,905

Project XCEL-IT

US Department of Labor

Trade Adjustment Assistance Community College and Career

Training Grant Program (TAACCCT) \$1,000,000

II. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$58,944.35** from September 11, 2013 through October 8, 2013.

9.3 Financial Report

Financial graphs and a summary of revenue and expenditures through the month of August 2013 were presented as information items. **(EXHIBIT "J")**

9.4 President's Report

1. Dr. Leitzel congratulated Mrs. Pam Karlson for being selected as the winner of the 14th annual Judge Clifton M. Kelly Champion for Children Award.
2. Dr. Leitzel stated that the ACCT Leadership Congress held in Seattle, WA earlier this month was extremely informative.
3. Dr. Leitzel presented the Trustees with new business cards including their college email address.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer thanked the Lake Placid staff for dinner and wished Mr. Little a happy birthday.

Dr. Kirschner wished Mr. Little a happy birthday.

Mr. Lambert wished Mr. Little a happy birthday and announced that Mr. and Mrs. Bryan received the Doyle and Mildred Carlton Chamber award. The award recognizes service to the community.

Mrs. Rider stated no report.

Mr. Bryan thanked Mr. Lambert.

Mrs. Cullens stated that Mr. Bryan's award is well deserved. She also shared information about the American Cancer Society Cancer Prevention Study. Dr. Leitzel will send an email regarding the study. Mrs. Cullens wished Mr. Little a happy birthday.

9.7 Board Chair Report

1. Mr. Wright shared a thank you note from Mr. and Mrs. Ken Lambert for acknowledging the recent passing of Mrs. Lambert's mother.
2. Mr. Wright shared information about an email he received from Johanna Johnston, program specialist, Agriculture Programs regarding a Bioenergy brochure.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:15 p.m.