

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
AUGUST 27, 2014**

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

**Staff Present:** Mr. Don Appelquist      Dr. Kimberly Batty-Herbert      Mr. Kevin Brown  
Mrs. Tammy Bush      Mrs. Suzanne Demers      Ms. Cindy Garren  
Mrs. Susie Hale      Mrs. Anita Kovacs      Mrs. Deborah Latter  
Mr. Glenn Little      Dr. Lindsay Lynch      Dr. Mike McLeod  
Dr. Leana Revell      Mrs. Becky Sroda      Dr. Chris van der Kaay  
Mrs. June Weyrauch      Dr. Tim Wise      Ms. Jane Hancock  
Dr. Deborah Fuschetti      Mrs. Lorrie Key      Mrs. Debbie Gutierrez  
Ms. Mirinda Arrington

**Others Present:**

**CALL TO ORDER**

At 6:02 p.m., the regular meeting of the District Board of Trustees was called to order at the DeSoto Campus by Board Chair, Mr. Ken Lambert.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held August 27, 2014 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**

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held July 23, 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 with no changes. Dr. Kirschner asked Administration to review the possibility of holding 2 meetings per year at the DeSoto and Hardee Campuses and the Lake Placid Center as in the past. Mrs. Demers, director, DeSoto Campus mentioned that due to an increase in enrollment that the conference room would be more difficult to reserve for anything other than classes. Mrs. Crawford, director, Hardee Campus had already informed administration of this same challenge. Dr. Leitzel stated that information will be brought forward at the next meeting scheduled for October 1.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

**2.1 New Employee Introduction**

The following new employee was introduced:

<b>Employee</b>	<b>Position</b>	<b>Supervisor</b>	<b>Hired</b>
Mirinda Arrington	Staff Asst. I, DeSoto Campus	Suzanne Demers	05/12/14

**3.0 PUBLIC COMMENT**

No comment

**4.0 CAMP ADVENTURE PRESENTATION**

Mr. Kevin Brown, Dean, Applied Sciences and Technologies, introduced Mrs. Lorrie Key and Mrs. Deborah Gutierrez, who gave a presentation on the SFSC Camp Adventure Summer Program. The vision of the program is to offer a valuable and dependable child care service to parents for six weeks during the summer for children ages six to twelve.

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments, full-time professional staff; full-time career service staff; resignations/terminations; retirements; and adjunct faculty 2014-15, academic year as needed. **(EXHIBIT "A")**

**5.2 Agreement and Contracts**

**5.2.1** Approved the renewal of a service agreement with the University of South Florida to serve as a fiscal agent for the Small Business Development Center housed on the Highlands campus as presented. **(EXHIBIT "B")**

**5.2.2** Approved the renewal of a service agreement with CareerSource Heartland to function as a service provider in delivery of age-appropriate workforce development services to In-School and Out-of-School Youth as presented. **(EXHIBIT "C")**

**5.3 Grant Applications**

**5.3.1 SIM Man for Nursing Program**

The Lettie Pate Whitehead Foundation

\$67,000

**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 July 2014. **(EXHIBIT "D")**

**5.4.2 Final Budget Amendment**

Accepted the final budget amendment to the 2013-2014 budget as presented. **(EXHIBIT "E")**

**5.4.3 Property Deletion and Disposal**

Approved the deletion and disposal of items presented from property records in the amount of \$16,085.08. **(EXHIBIT "F")**

**Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to approve the Consent Agenda, Items 5.1 through 5.4.3 as presented. Mr. Bryan disclosed that he is a Board member of 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**

None

**7.0 ACADEMIC AND STUDENT MATTERS**

**7.1 Curriculum Proposals**

Dr. Revell introduced curriculum proposals. **(EXHIBIT "G")**

**Mr. Bryan 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**

Dr. Revell introduced fee proposals. **(EXHIBIT "H")**

**Mr. Wright made a motion, seconded by Mr. Backer, 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 Full Grant Application – USDA Citrus Greening Proposal**

Dr. Lynch and Mr. Brown presented on update on the USDA Citrus Greening project. Dr. Leitzel then asked for approval to submit and accept, if funded, the described grant proposal:

Title: **Citrus Production Systems: Using Advanced Technologies for Rapid Assessment of Disease Progression Rate and Effectiveness of Various Treatments in Controlling Citrus Greening**

Source: United States Department of Agriculture (Farm Bill)

Amount: To be Determined  
Description: As a result of our successful preliminary proposal, about which we received notification on August 14, 2014, a full grant proposal will be submitted on or before September 29, 2014. Specific details on the nature of the research project and budget are yet to be determined; however, more up-to-date information will be presented at a future Board of Trustees meeting.

**Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to approve the submission and acceptance, if funded, of the described grant proposal.** 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 RFP 15-01 Fire Training Facility**

Vice President Little presented proposals for the engineering, design, fabrication, delivery, and construction of the custom live fire training tower facility Fire Fighting, Fire Science, and related public safety programs that will need a laboratory environment as we initiate new programs in early 2015. **(EXHIBIT "I")**

**Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the acceptance of the bid in the amount of \$776,190 received from WHP Trainingtowers for RFP 15-01 Fire Training Facility 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 Graduation Satisfaction Survey**

Dr. van der Kaay discussed the SFSC Graduate Satisfaction Survey Results: 2014. The survey was distributed to the trustees prior to the meeting for their review.

**9.2 Facilities**

No report was presented.

**9.3 Resource Development**

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

**I. Grant Funded**

**A. Rural and Sparsely Populated**

Carl D. Perkins	
Florida Department of Education	\$88,600.80

**II. Donations and Pledges**

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$52,934.86** from July 9, 2014 through August 15, 2014.

**9.3 Financial Report**

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

**(EXHIBIT "J")**

**9.4 President's Report**

1. Dr. Leitzel thanked Mrs. Demers for hosting the meeting.
2. Dr. Leitzel thanked Mr. Wright for his work as Board Chair last year.
3. Dr. Leitzel announced that the college nominated Dr. Norman L. Stephens, Jr., President Emeritus, as a candidate to receive this year's Dr. James L. Wattenbarger award. The winner will be announced at the AFC Annual Convention, October 29-31, in Destin, FL.
4. Dr. Leitzel highlighted events that took place during Convocation 2014. He thanked Mr. Lambert for his presentation which was well-received. Dr. Leitzel also shared photos of employees who received service awards, and shared information for this year's students' welcome taking place at each of the campuses.
5. Dr. Leitzel shared campus updates that took place over the summer, including photos of the Building B welcome entrance, new entrance signage along College Drive on the Highlands Campus, and the updates made to the entrance of the Lake Placid Center.
6. Dr. Leitzel reported that he recently received information that the college's mobile app would be available at the beginning of September.
7. Dr. Leitzel reported that the college's new website would be available at the beginning of September.
8. Dr. Leitzel announced that the college's Automotive Technician program received a "midpoint compliance" report from the National Automotive Technicians Education Foundation (NATAEF) with zero recommendations. Our next review will take place in June 2017.
9. Dr. Leitzel announced that at the request of the Highlands County School Board the Career Academy's name was changed to Highlands Career Institute at SFSC.
10. Dr. Leitzel reported that the SFSC AFC Chapter had been challenged by Hick's Oil in Avon Park to participate in the ALS Ice Bucket Challenge. The event took place Monday, August 25 in the Highlands Campus.
11. Dr. Leitzel asked Ms. Garren to present a Cultural Arts update for the 2014-15 Season. She also distributed performance information to the trustees.

**9.5 Board Attorney's Report**

Mrs. Karlson stated no report.

**9.6 Board Members' Reports**

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Dr. Kirschner stated no report.

Mr. Wright stated no report.

Mrs. Cullens stated no report.

Mr. Bryan stated no report.

Mrs. Rider thanked the trustees for electing her to serve as the 2014-15 DBOT Vice Chair at the July meeting.

**9.7 Board Chair Report**

Mr. Lambert thanked Dr. Leitzel for the SFSC Experience Orange mug that he gave to each of the trustees. He also reported that he had met with the audit team on August 20 for an audit briefing. The team was very complimentary of the college.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 8:26 p.m.