

**MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JANUARY 22, 2014**

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. Don Appelquist	Dr. Kimberly Batty-Herbert
	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	Ms. Becky Sroda	Dr. Deborah Fuschetti
	Ms. Melanie Boulay	Ms. Sandra Pinzon	Dr. Robert Flores
	Ms. Summer Miller	Ms. Jane Hancock	

Others Present: Mrs. Barbara Kirschner, Mr. Wendell Williams, Mr. Joel Boydston,
Mrs. Candy Boydston

CALL TO ORDER

At 4:07 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mr. Joe Wright.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Puckorius made a motion, seconded by Mr. Bryan, to adopt the agenda of the regular meeting held January 22, 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 Planning Workshop Minutes

Mrs. Rider made a motion, seconded by Mrs. Cullens, to approve the minutes of the planning workshop held December 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.**

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Lambert, to approve the minutes of the regular meeting held December 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.**

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed.

Mr. Backer made a motion, seconded by Mr. Lambert, to move the location of the March 26 and October 22 regular meeting from the Lake Placid Center to 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.**

Mrs. Cullens stated that the ACCT Leadership Congress is scheduled for October 22-24, 2014. As more information becomes available, it may be necessary to move the meeting scheduled for October 22 to another date. A decision will be made in the near future.

Mr. Backer asked that information for the December 2014 Planning Workshop be added to the calendar.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

The following new employees were acknowledged:

Employee	Position	Supervisor	Hired
Melanie Boulay	Resource Development Assistant, Title III Project	Lindsay Lynch	08/19/13
Sandra C. Pinzon	Coordinator, ESOL	Sylvia Turner (introduced by Mike McLeod)	11/18/13

2.2 Employee Retirement

Mr. Backer made a motion, seconded by Mrs. Rider, to recognize the retirement of Joel E. Boydston, effective January 17, 2013. Mr. Boydston was presented with a retirement resolution and certificate of Professor Emeritus for his years of service. 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 – No public comment.

4.0 PRESENTATION

4.1 Florida Blue Scholarship Awards

Dr. Leitzel introduced Mr. Wendell Williams and Dean Appelquist. Mr. Williams then presented certificates to Florida Blue Scholarship recipients who were introduced by Mrs. Becky Sroda, Dr. Michele Heston, Mr. Steve Ashworth, Dr. Deborah Milliken, Mr. Junior Gray, and Mr. Randy Chancey. The scholarships were given to the students in December.

4.2 Florida Auditor General's Office Audit Report

At the request of Chairman Wright, Mr. Little and Mrs. Kovacs presented an overview of some of the notes contained within the college's annual financial statements as audited by the Florida Auditor General's Office for the year ended June 30, 2013. The presentation primarily focused on notes associated with long-term liabilities and their impact on the college's financial statements.

Mr. Little introduced Mrs. Hale who gave a presentation on many of the employee recognition initiatives available to SFSC employees at all levels which encourage performance excellence as requested in an earlier Board meeting.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of full-time faculty; full-time professional staff; full-time career staff; and resignations. **(EXHIBIT "B")**

5.2 Agreement and Contracts

5.2.1 Approved entry into a **new** service agreement with Education To Go to make available online courses for training purposes as presented. **(EXHIBIT "C")**

5.2.2 Approved entry into a **new** affiliation agreement with Dr. Shelane Jenkins and Dr. Martin Jenkins of Sebring Family Dentistry to provide supervised learning experiences in the care of dental patients as presented. **(EXHIBIT "D")**

5.3 Grant Applications

5.3.1 Agricultural Biotechnology

National Science Foundation – Unsolicited Proposals \$500,000
(EXHIBIT "E")

5.3.2 Mechatronics and Advanced Manufacturing Program

National Science Foundation – Unsolicited Proposals \$900,000
(EXHIBIT "F")

5.3.3 Retired and Senior Volunteer Program (RSVP)

Corporation for National and Community Service \$44,534
(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 December 2013. **(EXHIBIT "H")**

5.4.2 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of **\$35,430.00**. (*EXHIBIT "I"*)

Mr. Lambert made a motion, seconded by Mrs. Rider, 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 "J"*)

Mrs. Puckorius made a motion, seconded by Mrs. Cullens, 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 "K"*)

Mr. Backer made a motion, seconded by Mrs. Rider, 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. Wright reported that after reviewing Dr. Leitzel's evaluations submitted to Mrs. Pam Karlson, College Attorney, from the Trustees, Dr. Leitzel had met or exceeded the performance indicators on which the evaluation was based.

Mr. Lambert made a motion, seconded by Mr. Bryan, to extend a three year continuing contract for Dr. Leitzel through June 30, 2017. 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 New Parking Lot Bid

Accepted bid for new parking lot as presented. (*EXHIBIT "L"*)

Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to accept the bid of \$53,371.00 from Brock Excavation, Inc., for ITB 14-01, Excavation, Grading, and Installation of a new asphalt parking lot and related work at the Highlands Campus 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

I. Grant Funded

Adult Education and Family Literacy

Adult General Education

Florida Department of Education

\$6,074 (budget increase)

II. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$36,231.20** from November 13, 2013 through December 31, 2013.

9.3 Financial Report

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

9.4 President's Report

1. Dr. Leitzel thanked the Trustees for the performance review and contract extension.
2. Dr. Leitzel commended Dr. van der Kaay for his assistance with the meeting's new electronic format.
3. Dr. Leitzel shared a photo of the employees who had received meritorious awards at the December Employee Holiday Luncheon.
4. Dr. Leitzel thanked the Trustees for their donation to the SFSC AFC Chapter raffle held at the December Employee Holiday Luncheon.
5. Dr. Leitzel asked Dr. van der Kaay to review the SFSC Performance Dashboard report dated January 14, 2014. This report will be updated monthly and is located on the college's website under Board of Trustees for their review. Mr. Lambert asked for a report on the analytical findings coming from the Dashboard report.
6. Dr. Leitzel reported that the Public Service Academy building was renamed the Criminal Justice Academy. New lettering will be placed on the building in the near future.
7. Dr. Leitzel stated that he would like to rename the South Florida Citrus Center building the Center for Public Service. The Trustees agreed to the name change.
8. Dr. Leitzel announced that Dean Kevin Brown has offered his assistance to provide campus tours to the Trustees. Those who would like a tour may contact the President's Office.
9. Dr. Leitzel commended Mrs. Latter for her work on the SFSC Year in Review video. He then asked Mrs. Latter to share two announcements. She stated that each month, the Florida College System newsletter features the Chancellor's Student of the Month. Asriel Gonzolez, an associate degree nursing student, earned that honor and will be featured in the February issue of the newsletter.

Dr. Michele Heston nominated Asriel for Chancellor's Student of the Month for his exemplary leadership, particularly for embracing his role as president of the Student Nurses' Association at SFSC. Mrs. Latter also shared that SFSC head baseball coach Rick Hitt was nominated and selected to serve on the American Baseball Coaches Association (ABCA) Board of Directors at the annual ABCA convention held in Dallas, TX, Jan. 1-5.

10. Dr. Leitzel announced that South Florida State College was eligible, for the third year, to compete for the 2015 Aspen Prize for Community College Excellence prize. The institute identified the top 150 community colleges in the nation based on exceptional levels of student success. Fifteen Florida colleges are eligible. Winners of the 2015 Aspen Prize will be announced in early 2015.
11. Dr. Leitzel reported that on Tuesday, January 21, Vice President Leana Revell attended the Florida State Board of Education (SBOE) meeting in Miami Lakes to learn that SFSC's two additional bachelor's degree programs, elementary education and nursing were approved. Dr. Revell stated that the programs will now be sent to SACS for approval and upon approval should be offered August 2014.

9.5 Board Attorney's Report

Mrs. Karlson reported that she had recently attended a Lake Placid Chamber meeting and Dr. Leitzel was the guest speaker. She stated that he gave a wonderful presentation.

9.6 Board Members' Reports

Mrs. Cullens reminded the Trustees of the upcoming conferences in Tallahassee and Washington, DC.

Mr. Bryan stated no report.

Mrs. Rider stated that her TSIC mentee, Lucero Torres (LPHS) was selected to receive a \$40,000 scholarship through SFSC TSIC Leaders 4 Life Fellowship, along with Jovani Hernandez (APHS). Both received the news at the Highlands County School Board office on January 8.

Mr. Lambert reported that he had recently received reports from a Hardee County Rotary Club meeting where Dr. Leitzel was the guest speaker. He did a great job and enjoyed the Year in Review video.

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Dr. Kirschner stated no report.

9.7 Board Chair Report

1. Mr. Wright stated that he had recently attended a Hardee County Rotary Club meeting and Dean Don Appelquist and Ms. Jane Hancock were the guest speakers. They gave an outstanding report of the SFSC Foundation.
2. Mr. Wright stated that he had scheduled an appointment on Tuesday, February 11 at 1:30 p.m. with US Representative Tom Rooney for those attending the National Legislative Summit in Washington, DC, February 10-13.

JANUARY 22, 2014

Page 7

3. Mr. Wright stated that although a request for recommended changes to SFSC Policy 1.07 Alcohol and Drug-Free Campus and Workplace was withdrawn by Dr. Leitzel at the December 11, 2013 DBOT meeting, he had received a request to ask the Trustees if they would like to continue with the information they had requested from Mrs. Pam Karlson, College Attorney, at the October 23, 2013 DBOT meeting for further research. If so, he asked that Mrs. Karlson report back to the Trustees at the February 26, 2014 DBOT meeting.

Mr. Lambert made a motion, seconded by Mrs. Rider, to withdraw the Trustees request for further research as it is not necessary at this time. If deemed necessary, the request can be brought forward at a later date. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Rider, and Mr. Wright. Those opposed were Dr. Kirschner and Mrs. Puckorius. **Motion carried.**

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 6:30 p.m.