

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JULY 23, 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      Ms. Cindy Garren      Mrs. Susie Hale  
Mrs. Anita Kovacs      Mrs. Deborah Latter      Mr. Glenn Little  
Dr. Lindsay Lynch      Dr. Leana Revell      Dr. Chris van der Kaay  
Mrs. June Weyrauch      Dr. Tim Wise      Ms. Jane Hancock  
Ms. Robin Southwell      Mr. Jose Rodriguez      Dr. Deborah Fuschetti  
Dr. Robert Flores

**Others Present:** Mrs. Barbara Kirschner, Mr. Larry Griffin (News-Sun reporter)

**CALL TO ORDER**

At 6:03 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**

**Mr. Bryan made a motion, seconded by Mrs. Rider, to adopt the agenda of the regular meeting held July 23, 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. Cullens made a motion, seconded by Mr. Bryan, to approve the minutes of the regular meeting held June 25, 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 Annual Reorganization of the Board**

Following District Board of Trustees Policy 2.02, **Mr. Wright called for nominations to serve as the 2014-2015 District Board of Trustees Chair.**

**Mrs. Cullens moved and Mrs. Puckorius seconded the nomination of Mr. Lambert. Mr. Wright asked if there were any other nominations, being none, he then called for a vote.** 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.**

**Mr. Wright called for nominations to serve as the 2014-2015 District Board of Trustees Vice Chair. Mr. Backer moved and Mrs. Puckorius seconded the nomination of Mrs. Rider. Mr. Wright asked if there were any other nominations, being none, he then called for a vote.** 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. Wright called for nominations to serve as the 2014-2015 SFSC Foundation Liaison. Mrs. Rider moved and Mr. Bryan seconded the nomination of Mrs. Puckorius. Mr. Wright asked if there were any other nominations, being none, he then called for a vote.** 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. Lambert and Dr. Leitzel presented Mr. Wright with a plaque of appreciation for serving as 2013-2014 Chair. Mr. Wright continued the meeting as Chair.

**1.4 Adoption of 2014-2015 Meeting Schedule and Review of Agenda Master Calendar**

**Mrs. Rider made a motion, seconded by Mrs. Puckorius, to adopt the 2014-2015 meeting schedule, subject to changes as needed.** 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")*

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

**2.1 New Employee Introductions**

The following new employees were introduced:

<b>Employee</b>	<b>Position</b>	<b>Supervisor</b>	<b>Hired</b>
Jose Rodriguez	Courier	Dean Jordan introduced by Anita Kovacs	05/12/14
Robin Southwell	Coordinator, Human Resources	Susan Hale	07/01/14
Timothy Wise	Dean, Student Services	Leana Revell	07/01/14

**3.0 PUBLIC COMMENT**

No comment

#### 4.0 AVID PRESENTATION

Dr. Revell introduced Dr. Kimberly Batty-Herbert, dean, Arts and Sciences who gave a presentation on the Advancement Via Individual Determination (AVID) program. She explained the program's initiatives, 5 AHE Essentials, institutional impact, strategies, membership benefits, and listed SFSC team members.

#### 5.0 CONSENT AGENDA ACTION ITEMS

##### 5.1 Personnel Actions

Approved a list of appointments, full-time professional staff; resignations and terminations; adjunct faculty 2013-2014, academic year as needed; and adjunct faculty 2014-15, academic year as needed. *(EXHIBIT "B")*

##### 5.2 Agreement and Contracts

5.2.1 Approved the renewal of a lease agreement with the Florida Department of Agriculture as presented. *(EXHIBIT "C")*

5.2.2 Approved entry into service agreements with Ave Maria University Preparatory School as presented. *(EXHIBIT "D")*

##### 5.3 Grant Applications

###### 5.3.1 Adults with Disabilities

FL Dept of Education, Division of Vocational Rehabilitation \$170,000

##### 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 June 2014. *(EXHIBIT "E")*

###### 5.4.2 Customer Billing List

Approved the addition of Walker Memorial Academy, DeSoto Christian School, Seminole Independent Private School, and Highlands University Preparatory School to the college's customer billing list to receive tuition for dual enrolled students. *(EXHIBIT "F")*

**Mrs. Cullens made a motion, seconded by Mr. Backer, 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

None

#### 7.0 ACADEMIC AND STUDENT MATTERS

##### 7.1 Curriculum Proposals

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

**Mrs. Puckorius 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 Discontinue Adult High School Program**

Dr. Revell requested to discontinue the college's existing Adult High School program as presented. *(EXHIBIT "H")*

**Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to approve discontinuing the existing Adult High School program at South Florida State College 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 Grant Application – Citrus Greening Proposal**

Dr. Leitzel distributed and discussed information regarding a Citrus Greening Proposal - pre-application that was submitted to USDA on July 18. This pre-application was the first step in applying for the Farm Bill funds. *(EXHIBIT "I")*

**Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to approve the submission of the described pre-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.**

**9.0 REPORTS**

**9.1 Facilities**

No report was presented.

**9.2 Resource Development**

Mr. Appelquist reported on recently funded grants and donations and pledges.

**I. Grants Funded**

**A. National Farmworker Jobs Program**

Florida Department of Education \$267,475

**B. Student Support Services**

US Department of Education – TriO \$213,180

**C. Resource Development Enhancement Initiative**

US Department of Education – Title III \$400,000

**II. Donations and Pledges**

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$91,693.02** from June 11, 2014 through July 8, 2014.

**9.3 Financial Report**

Financial graphs and a summary of revenue and expenditures through the month of May 2014 were presented as information items. Mrs. Kovacs reported an estimated fund balance of 9.76%. *(EXHIBIT "J")*

**9.4 President's Report**

1. Dr. Leitzel gave an update on the *Experience Orange* Enrollment Campaign.
2. Dr. Leitzel distributed copies of 2014 Convocation Schedule taking place on August 18. He invited the Trustees to attend.
3. Dr. Leitzel shared the preliminary finding from the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

(CoAEMSP) he had received from the site visit that took place June 30 – July 1, 2014. Dr. Leitzel stated that he should receive the final report soon.

4. Dr. Leitzel presented the SFSC 50<sup>th</sup> Anniversary logo.
5. Dr. Leitzel stated that he will kick-off the initiation of the college's Vision development process at Convocation.
6. Dr. Leitzel shared that the college bookstore is now being operated by Follett. He encouraged the Trustees to visit the bookstore.
7. Dr. Leitzel shared preliminary information regarding a possible donation in the works from Boeing. It is a Unicorn UAV and a GoPro Camera. He presented photos.

**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 congratulated Dr. Leitzel and college staff for their work on the Citrus Greening Project. This could put SFSC on the map. He commended Dr. Leitzel on his exciting leadership.

Mrs. Rider stated no report.

Mr. Bryan stated no report.

Mrs. Cullens thanked Mr. Wright for his leadership this past year.

Mr. Lambert stated that the college can't lose with the Citrus Greening Project. This is an exciting time for the college and our communities; and he looks forward to the coming year.

**9.7 Board Chair Report**

Mr. Wright thanked the Board for their work this past year. He stated that Dr. Leitzel is a great fit for the college and commended the administration for their mission and professionalism.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 7:53 p.m.