

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 25, 2014**

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

Staff Present: Ms. Annie Alexander-Harvey Mr. Don Appelquist Mr. Kevin Brown
Mrs. Tammy Bush Mrs. Teresa Crawford Mrs. Susie Hale
Mrs. Deborah Latter Mr. Glenn Little Dr. Mike McLeod
Dr. Leana Revell Mrs. Becky Sroda Dr. Chris van der Kaay
Mrs. June Weyrauch Dr. Deborah Fuschetti

Others Present: Mr. William (Pep) Hutchinson, resident of Highlands County

CALL TO ORDER

At 6:04 p.m., the regular meeting of the District Board of Trustees was called to order at the Hardee Campus by Board Chair, Mr. Joe Wright.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Cullens made a motion, seconded by Mr. Bryan, to adopt the agenda of the regular meeting held June 25, 2014 as recommended.

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Budget Workshop Minutes

Mr. Lambert made a motion, seconded by Mrs. Cullens, to approve the minutes of the budget workshop held May 28, 2014. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held May 28, 2014. Those voting in favor of the motion were Mr. Backer, Mr. Byran, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Proposed 2014-2015 Meeting Schedule and Review of Agenda Master Calendar

The proposed 2014-2015 meeting schedule was brought for review. This schedule of meetings will be brought back to the July 23 DBOT meeting, with any recommended changes, for consideration. The agenda master calendar was also reviewed with no changes. **(EXHIBIT "A")**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 Employee Retirement Recognition

Mrs. Puckorius made a motion, seconded by Mr. Backer, to recognize the retirement of Annie Alexander-Harvey, effective June 30, 2014. Ms. Alexander-Harvey was presented with a certificate of Dean Emerita for her 17 years of service. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote. (EXHIBIT "B")**

3.0 PUBLIC COMMENT

Mr. William (Pep) Hutchinson, a resident of Highlands County, asked to come before the Trustees to speak about the college's Career Academy and dual enrollment. He stated that both are great offerings to the students of Highlands County and hoped the college would continue to get more students involved.

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, full-time professional staff; full-time faculty; reappointments, full-time faculty 2014-15; full-time professional staff 2014-15; full-time career staff 2014-15; and adjunct faculty 2013-14, academic year as needed. **(EXHIBIT "C")**

5.2 Agreement and Contracts

5.2.1 Approved entering into annual dual enrollment agreements with schools and school districts for the 2014-2015 academic year as presented. **(EXHIBIT "D")**

5.2.2 Approved the renewal of a training agreement with CareerSource Heartland as presented. **(EXHIBIT "E")**

5.2.3 Approved the renewal of a training agreement with CareerSource Polk as presented. **(EXHIBIT "F")**

5.2.4 Approved the renewal of a lease agreement with Tri-County Human Services, Inc. as presented. **(EXHIBIT "G")**

5.3 Grant Applications

5.3.1 Mosquito Control Research

FL Dept of Agriculture and Consumer Services
General Inspection Trust Fund

\$25,000.00

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 May 2014. **(EXHIBIT "H")**

5.4.2 Customer Billing List

Approved the addition of the Boys and Girls Club of Highlands County to the college's customer billing list. **(EXHIBIT "I")**

5.4.3 Donation

Approved the donation of an automobile title for a 2008 Ford Crown Victoria, valued at \$6,000.00 to SFSC's Auto Mechanics Program at the DeSoto Campus.

5.4.4 Uncollectible Debt

Approved a request to write off uncollectible debt in the amount of \$46,525.48. **(EXHIBIT "J")**

Mrs. Cullens made a motion, seconded by Mr. Lambert, to approve the Consent Agenda, Items 5.1 through 5.4.4 as presented. Mr. Bryan disclosed that he serves on the CareerSource Heartland Board (Item 5.2.2). Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, 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 "K")**

Mrs. Puckorius made a motion, seconded by Mr. Bryan, to approve the curriculum proposals as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

7.2 Fee Proposals

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

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Capital Improvement Program

Approved the Capital Improvement Program plans for 2015-16 through 2019-20 and submission to the Division of Florida Colleges as presented. **(EXHIBIT "M")**

Mrs. Rider made a motion, seconded by Mr. Bryan, to approve the Capital Improvement Program plans for 2015-16 through 2019-20 and submission to the Division of Florida Colleges as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, 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

Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$20,250.75** from May 13, 2014 through June 10, 2014.

Mr. Appelquist distributed information regarding MOFAC's Exhibit Schedule and sponsorships available for 2014-15. He also shared that the South Florida State College TSIC program is one of many in the state. Some serve one county, some serve multiple counties. We of course, serve three: DeSoto, Hardee, and Highlands. There also exists a parent organization (a state-wide TSIC program) that assists the local programs with materials and provides limited funding for program management. The funding is a legislative appropriation and is allocated to the local agencies based upon a rating system called the "balanced scorecard." This year our program received the highest rating – Gold Level – because we exceeded the recommended target levels on 12 of 15 performance indicators. We met the targets on the other 3. I bring this to you as a means of acknowledging and giving credit to the great work of our program coordinator, Irene Castanon. More than anyone else her diligent work and dedication to success are responsible for the quality and success of our program. Irene is a hard worker, she loves Take Stock in Children, she loves the kids, and she loves our college.

9.3 Financial Report

Financial graphs and a summary of revenue and expenditures through the month of April 2014 were presented as information items. Mr. Little reported that the college should end the year with a fund balance between 9.5% and 9.8%. The final number should be available July 15-18. He thanked program managers and staff for their efforts. **(EXHIBIT "N")**

9.4 President's Report

1. Dr. Leitzel thanked Mrs. Crawford for the use of the conference room for the meeting. He stated that he and Mr. Little recently toured the campuses to review signage and shared that staff was busy assisting students.

2. Dr. Leitzel stated that an accreditation site visit by CoAEMSP (Committee on Accreditation for the Emergency Medical Services Professions) will take place on June 30 and July 1 on the Highlands Campus. Mr. Brown stated that Mrs. Sroda and Mr. Steve Ashworth have worked hard and feels it will go well and thanked Mr. Little and the maintenance staff for their assistance with the site visit and Building P renovations. Mrs. Sroda stated that she is very prepared.
3. Dr. Leitzel shared information regarding the promotional campaign's new concept: Experience Orange from Orange Revolution. He thanked Mr. Lambert for his suggestion of the word – Experience. Dr. Leitzel stated that material is now in the process of being developed.
4. Dr. Leitzel shared a photo of SFSC employee, Mr. Dan West, receiving a Professor Emeritus certificate on June 18, his last date of employment at the college. He has been with the college for 10 years as an instructor, Auto Collision and Repair.
5. Dr. Leitzel reported that summer enrollment is up approximately 6% from last year and that the 2 new Bachelor programs will likely reach capacity in the fall.
6. Dr. Leitzel reported that 12 out of 29 Hardee High School honor student graduates plan to attend SFSC.
7. Dr. Leitzel asked Mr. Brown to give an update on the Farm Bill. Mr. Brown stated that the preliminary application is due July 30. There are many people interested in the citrus greening project. Florida scientists are working together. The college has good academic and growing partnerships and we are finalizing goals and the purpose statement. The application due date is September 29.
8. Dr. Leitzel explained the possibility of Subway opening a store in the cafeteria on the Highlands Campus. He thanked Mrs. Cullens for introducing Mr. Lou Carter, a local franchise holder, to us. Mr. Little then shared the project details.
9. Dr. Leitzel shared a draft photo of the directional signage that will be placed at entrances along College Drive. He thanked Mr. Little for his work on the project.
10. Dr. Leitzel explained Turbovote, a project supported by the Florida College System designed to encourage students to become registered voters.
11. Dr. Leitzel stated that the Highlands County School Board has requested that the name of the Career Academy be changed and several options were discussed. The administration will continue to work with Highlands County officials to reach an agreed upon appropriate name.
12. Dr. Leitzel thanked the Trustees for the opportunity to work with them over the past year. His first year anniversary with the college is July 1.

9.5 Board Attorney's Report

Mrs. Karlson stated no report, but shared that her son recently attended STEM Quest camp and thought it was wonderful.

9.6 Board Members' Reports

Mrs. Rider stated no report.

Mr. Bryan apologized for missing the May budget workshop and regular meeting. He also thanked Dr. Leitzel and Dr. Fuschetti for the opportunity to personally handout diplomas to two students he knew at the May 6 Commencement.

JUNE 25, 2014

Page 6

Mrs. Cullens stated that she recently had the opportunity to speak to the Trustees of Florida Southwestern State College. She also thanked Dr. Leitzel for his first year with SFSC and wished everyone a wonderful July 4th Holiday.

Mrs. Cullens asked the Trustees for approval to serve Mr. Dave Talley's (Southeastern Region) remaining term on the Association of Community College Trustees (ACCT) Board. **Mr. Lambert made a motion, seconded by Mr. Bryan, to approve Mrs. Cullens' request to serve Mr. Dave Talley's remaining term on the Association of Community College Trustees (ACCT) Board.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mr. Lambert thanked Dr. Leitzel for the good job he has done this past year and hopes he'll have many more years with the college.

Mr. Backer stated that it has been a good year.

Mrs. Puckorius shared that she had recently attended her first Nursing Pinning and stated that it was very heart-felt ceremony.

9.7 Board Chair Report

Mr. Wright was happy that Dr. Leitzel's first year with the college went smoothly.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 7:28 p.m.