

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 28, 2014**

Members Present: Mr. Tim Backer
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 Excused: Mr. Derren Bryan

Staff Present:	Ms. Annie Alexander-Harvey	Mr. Doug Andrews	Mr. Don Appelquist
	Mr. Kevin Brown	Mrs. Tammy Bush	Mrs. Susie Hale
	Mrs. Anita Kovacs	Mr. Glenn Little	Mrs. Lindsay Lynch
	Dr. Mike McLeod	Dr. Leana Revell	Mrs. Becky Sroda
	Dr. Chris van der Kaay	Mrs. June Weyrauch	Ms. Deborah Olsen
	Ms. Jane Hancock	Dr. Deborah Fuschetti	Mrs. Beth Andrews
	Dr. Robert Flores	Dr. Kim Dos Santos	Ms. Cindy Garren

Others Present: Mr. Terry Atchley, SFSC Foundation Secretary

CALL TO ORDER

At 6:49 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. Backer made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held May 28, 2014 as recommended.

Those voting in favor of the motion were Mr. Backer, 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 Workshop Minutes

Mrs. Rider made a motion, seconded by Mrs. Cullens, to approve the minutes of the workshop held April 23, 2014. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Mrs. Cullens made a motion, seconded by Mr. Lambert, to approve the minutes of the regular meeting held April 23, 2014. Those voting in favor of the motion were Mr. Backer, 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. Leitzel stated that a draft agenda master calendar for August 2014 through July 2015 will be reviewed in the June 25 meeting. The proposed master calendar agenda will be brought for formal consideration to the July 23 meeting.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

The following new employees were introduced during the Budget workshop held prior to the meeting.

Employee	Position	Supervisor	Hired
Michael Austin	Coordinator, Criminal Justice Program	Kevin Brown	05/02/14
Fabiana Castro	Case Manager, Farmworker Jobs and Education Program	Tara Jefferies	04/01/14
Cynthia Garren	Director, Cultural Programs	Thomas Leitzel	04/28/14
Deborah Olson	Coordinator, Purchasing	Anita Kovacs	04/23/14

2.2 Employee Retirement Recognition

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to recognize the retirement of Douglas Andrews, effective May 30, 2014. Mr. Andrews was presented with a certificate of Dean Emeritus for his 32 years of service. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote. (EXHIBIT "A")**

2.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, administrative staff; full-time career service staff; resignations/terminations; and adjunct faculty 2013-14, academic year as needed. **(EXHIBIT "B")**

5.2 Agreement and Contracts

5.2.1 Approved the renewal of lease agreements with the SFSC Foundation, Inc. for the use of the Hotel Jacaranda for classroom space and lab space and the SFSC Teacherage for classroom space. **(EXHIBIT "C")**

5.2.2 Approved contracting for continued legal services with Karlson Law Group, P.A. and Allen, Norton, & Blue, P.A. for the 2014-2015 fiscal year under the terms and rates as presented. **(EXHIBIT "D")**

5.3 Grant Applications

5.3.1 Terry Barber

FL Division of Cultural Affairs, State Touring Program \$1,266.00

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 April 2014. **(EXHIBIT "E")**

5.4.2 Customer Billing List

Approved the addition of DeSoto Health and Rehab to the college's customer billing list. **(EXHIBIT "F")**

Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the Consent Agenda, Items 5.1 through 5.4.2 as presented. Those voting in favor of the motion were Mr. Backer, 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, 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 SFSC 2014-2015 Budget Proposal

Dr. Leitzel presented a request to accept the Operating Budget for 2014-2015, including the student fee rates and salary schedule, as well as the 2014-2015 Capital Outlay Budget as presented. The Operating Budget includes a one-time, non-recurring salary adjustment for all eligible full-time employees as follows: \$400 for career service, professional and administrative staff, and \$500 for faculty.

(EXHIBIT "H")

Mr. Wright, Board Chair, asked that the Trustees review the President's employment package at an appropriate time.

Mr. Lambert made a motion, seconded by Mrs. Puckorius, to accept the Operating Budget for 2014-2015, including the student fee rates and salary schedule, as well as the 2014-2015 Capital Outlay Budget as presented at the Budget Workshop. The Operating Budget includes a one-time, non-recurring salary adjustment for all eligible full-time employees as follows: \$400 for career service, professional and administrative staff, and \$500 for faculty. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright.
Motion carried by unanimous vote.

8.2 Annual Facilities Inspection Summary Report

Vice President Little presented a request to accept the SFSC Fire Safety, Sanitation, and Casualty Inspection Report for the 2013-2014 year as presented. He also commended Dr. Flores, his staff, and Mr. Keith Loweke for their efforts with the inspection. ***(EXHIBIT "I")***

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to accept SFSC Fire Safety, Sanitation, and Casualty Inspection Report for the 2013-2014 year as presented. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright.
Motion carried by unanimous vote.

8.3 Recertification of Direct Support Organization

Mr. Appelquist, along with Mr. Terry Atchley, Secretary of the SFSC Foundation, Inc. Board of Directors, presented a request to accept the 2013 Independent Audit and IRS Form 990 and approval to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization for the 2014-20145 fiscal year. ***(EXHIBIT "J")***

Mrs. Cullens made a motion, seconded by Mrs. Rider, to accept the 2013 Independent Audit and IRS Form 990 and the reauthorization of the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization for the 2014-2015 fiscal year. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.4 Proposal (RFP) 13-07 College Bookstore Services

Mrs. Kovacs presented a request to award RFP 13-07 College Bookstore Services to Follett. *(EXHIBIT "K")*

Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to award RFP 13-07 College Bookstore Services to Follett as presented. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.5 Award of Bid for Fire Fighting/Fire Science Technology Renovation

Vice President Little presented a request to award the bid of \$1,514,692 to L. Cobb Construction, Inc. for ITB 14-05 as presented. *(EXHIBIT "L")*

Mr. Backer made a motion, seconded by Mrs. Puckorius, to award the bid of \$1,514,692 to L. Cobb Construction, Inc. for ITB 14-05 as presented. Those voting in favor of the motion were Mr. Backer, 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

I. Grant Funded

R.S.V.P. (Retired and Senior Volunteer Program)
Corporation for National and Community Service \$44,534.00

II. Grant Denied

Project to Improve Black Male Enrollment at SFSC
Knight Foundation \$75,000.00

III. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$241,741.03** from March 4, 2014 through May 12, 2014.

9.3 Financial Report

Financial graphs and a summary of revenue and expenditures through the month of March 2014 were presented as information items. *(EXHIBIT "M")*

9.4 President's Report

1. Dr. Leitzel shared reflection photos from the May 2014 Commencement. He thanked Dr. Flores and Ms. Alexander-Harvey for their work with commencement and thanked Mr. Brown for the reception he held for the first Baccalaureate graduating class. Dr. Leitzel also thanked Dr. Fuschetti for preparing the honorary AA degree presented to the family of SFSC student/athlete, Lauren Phillips, who was killed in an automobile accident in April.

2. Dr. Leitzel reported on the progress of the USDA Farm Bill and stated that Dr. Lynch, Mr. Brown, and he had recently attended an AUVSI conference in Orlando the middle of May. They also attended a partner meeting with GTRI and Boeing. Dr. Leitzel then asked Dr. Lynch to report on a USDA Project meeting she attended in Washington, DC last week. She also distributed and reviewed meeting material with the Trustees.
3. Dr. Leitzel shared information about the Fall Enrollment Campaign from World Design Marketing (WDM). The initiative is scheduled to begin June 15, 2014.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Cullens stated no report.

Mr. Lambert stated no report.

Mrs. Rider stated no report.

Mrs. Puckorius stated no report.

Mr. Backer thanked administration for their work on the budget.

Dr. Kirschner stated no report.

9.7 Board Chair Report

Mr. Wright thanked Dr. Lynch for her update on the Citrus Greening Research Project and preparing the material he took with him to a meeting in Washington, DC last week.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:29 p.m.