

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
NOVEMBER 5, 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: Dr. Kimberly Batty-Herbert Mr. Kevin Brown Mrs. Tammy Bush
Mrs. Susie Hale Mrs. Anita Kovacs Mrs. Deborah Latter
Mr. Glenn Little Mrs. Becky Sroda Dr. Chris van der Kaay
Mrs. June Weyrauch Mrs. Sarah Lancaster Mr. Bil Kovacs
Dr. Fuschetti Mrs. Debbie Gutierrez Mr. Manuel Cortazal
Dr. Robert Flores

Others Present: Mr. Chauncey Fagler
Mr. Mathew Snook
Mrs. Barbara Kirschner

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. Ken Lambert.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held November 5, 2014 with the addition of Agenda Item #2.2 2014 AFC Convention Presentation. 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. Wright, to approve the minutes of the regular meeting held October 1, 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.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

The following new employee was introduced:

Employee	Position	Supervisor	Hired
Sarah Lancaster	Instructor, Agri-Science	Kevin Brown	09/08/14

2.2 2014 AFC Convention Presentation

Dr. Leitzel introduced Mrs. Debbie Gutierrez, SFSC AFC Chapter President, who gave a presentation on the 2014 AFC Convention which took place in Destin, FL, October 28-31. She announced the awards that the college received.

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Florida Retirement System Risk Management Consortium (FCSRMC)

Vice President Little introduced Mr. Chauncey Fagler, Executive Director of the Florida College Risk Management Consortium (FCSRMC) and Mr. Mathew Snook of Mercer and Associates, a consultant to the FCSRMC, who provided an overview of the many facets of insurance coverage and risk management provided to SFSC.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

5.2 Agreement and Contracts

5.2.1 Approved entry into a new affiliation agreement with Central Florida Health Care for the purpose of providing an additional training site for Radiography students. *(EXHIBIT "B")*

5.3 Grant Applications

5.3.1 Dental Education Equipment

Highlands County Health Facilities Authority \$20,800

5.3.2 2015 Summer Bridge Program

College Board Expanded Opportunity Grant Program \$11,000

5.3.3 MOFAC Exhibit Funds

Heartland Cultural Alliance \$500

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5.3.4 Collaboration and Alignment Grant

Florida College System Foundation

\$10,000

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 September 2014. *(EXHIBIT "C")*

5.4.2 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of \$62,322.07. *(EXHIBIT "D")*

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, 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

6.1 Policy Development

6.1.1 Policy 3.15 Admission to B.A.S., A.A., A.A., A.A.S., Certificate, or Special Courses/Programs

Dr. Leitzel presented for discussion proposed changes to Policy 3.15 Admission to B.A.S., A.A., A.A.S., Certificate, or Special Courses/Programs. *(EXHIBIT "E")*

Mr. Backer made a motion, seconded by Mr. Bryan, to table consideration of changes to Policy 3.15 until the December 10 Board meeting. 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.**

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Kimberly Batty-Herbert introduced a curriculum proposal. *(EXHIBIT "F")*

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the curriculum proposal 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 Proposal

Dr. Kimberly Batty-Herbert introduced a fee proposal. *(EXHIBIT "G")*

Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the fee proposal 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

None

9.0 REPORTS

9.1 Technology Upgrade for Boardroom

Vice President Little and Dr. van der Kaay gave their recommendation for conferencing equipment and using a second viewing screen in the Boardroom for future meetings. The Trustees approved the recommendation as presented.

Mr. Bryan suggested using the Highlands Campus as the Board meeting home base and inviting Trustees to student organizations/activities being held at the other campuses. **Mrs. Puckorius made a motion, seconded by Mr. Backer, to hold Board meetings at the Highlands Campus and to let the Trustees know of student/college activities being held throughout the district.** 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.**

9.2 Facilities

No report was presented.

9.3 Resource Development

Mr. Manuel Cortazal reported on a recently funded grant, donations, and pledges.

I. Grant Funded

A. Commercial Motor Vehicle Operator Training

Federal Motor Carrier Safety Administration	\$86,486
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II. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$69,234.65** from September 11 through October 8, 2014.

9.4 Financial Report

Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of August 2014 were presented as information items. (*EXHIBIT "H"*)

9.5 President's Report

Dr. Leitzel reported on the following college activities:

- A. College Factoids – college completion rate 45%, second in the State. MSN Money Article stated Sebring area median family income of \$33,000, lowest in the nation. Yearly enrollment projection – up 2.67%.
- B. Increase in enrollment goal and number of applications. The number of unique visitors to the hub website for July and August was 2,376.
- C. The college received \$10,000 for Florida Blue Connection for having over 50% employee participation in this year's wellness fair. One initiative these funds will be used for is to offer Gold's Gym memberships to employees. Other initiatives will be setup throughout the district.
- D. A progress report was given on the Fire Science building and fire tower.
- E. The Career Academy's name was changed to Highlands Career Institute at the request of the School Board of Highlands County.
- F. The *Thrill the World* event held October 25th in the Theatre for the Performing Arts raised \$250 for United Way.

- G. Phi Beta Lambda students finished first and second places in business competition events at the State Leadership Conference.
- H. SFSC's AFC Chapter received eight awards in Communications and Marketing at this year's AFC Convention held October 28-21 in Destin.
- I. Cultural Programs ticket sales are down slightly from this time last year. The first performance is November 22 – Abhinava Dance Company. The Jim Brickman performance is December 1 at 8:00. The same evening as the SFSC Foundation Jubilee at the Hotel Jacaranda.
- J. There is a Robert Butler reception on November 13 at MOFAC from 5-7 p.m.
- K. A Veterans Day event will be held Tuesday, November 11 at 10:45 a.m. on the Highlands Campus around the flagpole.
- L. Items of discussion for the upcoming DBOT planning workshop were reviewed. The workshop will take place December 10 at 4:00 p.m.
- M. The outcomes of the October 27-29 Vision Session Focus Group meetings will be reviewed at the planning workshop.

9.6 Board Attorney's Report

Mrs. Karlson stated no report.

9.7 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer stated he had attended the recent Applied Sciences, Technologies, and Health Advisory Dinner and Workshop held at the Highlands Campus.

Dr. Kirschner stated no report.

Mr. Wright stated no report.

Mrs. Cullens wished everyone a Happy Thanksgiving.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

9.8 Board Chair Report

Mr. Lambert reminded the Trustees of the many events taking place in December and encouraged them to attend as many as they can. He also stated that he is grateful to serve with the other Trustees.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:55 p.m.