

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 1, 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 Mr. Kevin Brown Mrs. Tammy Bush
Mrs. Susie Hale Mrs. Anita Kovacs Mrs. Deborah Latter
Mr. Glenn Little Dr. Lindsay Lynch Dr. Leana Revell
Mrs. Becky Sroda Dr. Chris van der Kaay Mrs. June Weyrauch
Dr. Tim Wise Ms. Jane Hancock Mr. Cliff Hangley
Dr. Michele Heston Ms. Susan Zelenenki

Others Present: Mr. Wally Cox, Superintendent, School Board of Highlands County
Mrs. Barbara Kirschner

CALL TO ORDER

At 6:00 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 Mrs. Cullens, to adopt the agenda of the regular meeting held October 1, 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

Mr. Wright made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held August 27, 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. Mr. Bryan asked administration to look into the possibility of providing better conferencing equipment in the Boardroom to allow conferencing options for Board meetings. Dr. Leitzel explained the technology options that were recently researched and indicated staff will explore additional options. Mr. Bryan also asked about using a microphone system and if the college could benefit from this equipment for additional uses. Dr. Leitzel listed additional opportunities for use. **Mr. Bryan made a motion, seconded by Mr. Wright, to ask staff to review options for remote telecommunication capabilities.** 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.**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Jessica Bailes	Instructor, Nursing	Michele Heston	08/18/14
Tina Gottus	Director, Xcel-IT Program	Kevin Brown	07/14/14
Curtis Ivy	Director, Criminal Justice Programs	Kevin Brown	07/14/14
Lisa McConnell	Instructor, Nursing	Michele Heston	08/18/14
Ruel Olano	End User Support Analyst	Clifford Hangley	07/01/14
April Ricker	Accountant, Revenues and Receivables	Susan Zelenenki	08/04/14
Dyron Snipe	End User Support Analyst	Clifford Hangley	07/14/14

2.2 Employee Retirement

Mr. Backer made a motion, seconded by Mrs. Puckorius, to recognize the retirement of Nelson S. Socarras, effective September 30, 2014. Although Mr. Socarras did not attend the meeting, the Trustees wished him well. 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.**

3.0 PUBLIC COMMENT

Mr. Lambert introduced Mr. Wally Cox, Superintendent, School Board of Highlands County who asked to address the Trustees to thank college administration for their partnership

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and expressed his appreciation of the many projects they work on together. He thanked Dr. Mike McLeod for serving on the Highlands County Education Foundation Board. Mr. Cox also presented information regarding the Half Cent Sales Tax Referendum that will go before Highlands County voters on November 4th.

4.0 PRESENTATION

No presentation at this meeting.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

5.2 Agreement and Contracts

None

5.3 Grant Applications

5.3.1 Children's Theater Series

Duke Energy 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 August 2014. **(EXHIBIT "B")**

5.4.2 Donation of Laptop Computers

Approved the removal of 41 laptop computers from the college property records and to donate the computers to Take Stock in Children participants as presented. **(EXHIBIT "C")**

5.4.3 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of \$22,295.68. **(EXHIBIT "D")**

Mr. Bryan made a motion, seconded by Mrs. Puckorius, to approve the Consent Agenda, Items 5.1 through 5.4.3 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 "E")**

Mrs. Rider 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 Proposal

Dr. Revell introduced an accompanying fee proposal. *(EXHIBIT "F")*

Mr. Wright made a motion, seconded by Mrs. Puckorius, 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

8.1 Student Fee Changes

Vice President Little recommended student fee changes effective Spring Term (January 2015) as presented. *(EXHIBIT "G")*

After a brief discussion where Mr. Little answered several questions from Mrs. Cullens, **Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve the student fee changes 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

No report was presented.

9.3 Resource Development

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

I. Grants Funded

A. Postsecondary Education 132

Carl D. Perkins
Florida Department of Education \$172,397.00

B. Adults with Disabilities

Florida Department of Education \$170,000.00

C. Adult Education and Family Literacy

Adult General Education

Florida Department of Education \$217,863.00

II. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$25,963.11** from August 16, 2014 through September 10, 2014.

9.3 Financial Report

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

9.4 President's Report

Dr. Leitzel reported on the following college activities:

A. The USDA Farm Bill grant application was submitted on September 28. He thanked Dr. Lynch and Mr. Brown for their hard work on this grant.

- B. Based on initial discussions at state meetings, an increase in funding is not likely in the coming year.
- C. The Lady Panther volleyball games are now shown on live-stream video. The team is doing well this year. He also reported that former SFSC student-athlete, Zach Osha, was selected by the Florida College System Activities Association (FCSAA) as the Suncoast Conference Male Scholar-Athlete of the Year of the 2013-14 academic year.
- D. Dr. Leitzel stated that SFSC held a Patriot Day Remembrance on September 11. The event was hosted by Dr. Mike McLeod. It was well attended.
- E. Dr. Leitzel stated that the Highlands Campus will hold a Veterans Day event on November 11. Dr. McLeod has invited US Congressman Tom Rooney to attend. Dr. Leitzel also reported the SFSC was recognized, for the second year, as a military-friendly college and that the college is reactivating a Veterans' Chapter on the Highlands Campus with the American Legion Post 69 in Avon Park.
- F. Dr. Leitzel reported that the SFSC Foundation Take Stock in Children program attained gold level status on the balanced scorecard. He commended Mr. Appelquist, Ms. Irene Castanon, and the TSIC staff.
- G. Dr. Leitzel stated that brochures for this season's Cultural Programs had been placed at the Trustees' seat, along with season tickets for the Artist Series.
- H. Dr. Leitzel stated that a SFSC 50th Anniversary update will be given at the January 2015 DBOT meeting.
- I. Dr. Leitzel reported that summer enrollment is up seven percent from last year and that indicators show an increase of a solid two percent for early fall enrollment.
- J. Dr. Leitzel commended Dr. Wise for his engagement.
- K. Dr. Leitzel reminded everyone of the upcoming Accreditation Visit for the two new Bachelors program is scheduled for February 3-4, 2015.
- L. Dr. Leitzel stated that he will likely attend the December SACSCOC Conference being held December 7-9 in Nashville, TN.
- M. Dr. Leitzel shared information about the "Crafting our Vision" project he will present at the December 10th Planning Workshop, along with Mr. Wayne Johnson from World Design Marketing. Prior to the workshop, they will meet with community leaders, college faculty, and staff to gather input.
- N. Dr. Leitzel stated that he was asked to serve on the ACCT Advisory Committee of Presidents. The term would begin January 1, 2015 and expire December 31, 2016. Dr. Leitzel asked for the Trustees approval. **Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to approve Dr. Leitzel's request to serve on the ACCT Advisory Committee of Presidents 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.**
- O. Dr. Leitzel announced that Dr. Norman L. Stephen, Jr. was selected as this year's recipient of the Dr. James L. Wattenbarger Award. The award will be presented to Dr. Stephens on Thursday, October 30th the AFC Convention in Destin, FL.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius thanked Mrs. Cullens for putting together a wonderful AFC Trustees Commission held September 25-26 in Jacksonville.

Mr. Backer stated no report.

Dr. Kirschner stated no report.

Mr. Wright stated no report.

Mrs. Cullens thanked the Trustees for their support at the AFC Trustees Commission.

Mr. Bryan stated no report

Mrs. Rider enjoyed the AFC Trustees' Commission.

9.7 Board Chair Report

Mr. Lambert thanked Mrs. Cullens for her work as the AFC Trustees Commission Chair and stated that she is well-respected by the Trustees.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:52 p.m.