

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 24, 2015**

Members Present: Mr. Tim Backer
Mr. Derren Bryan
Mrs. Tami Cullens
Dr. Louis H. Kirschner
Mr. Ken Lambert, Chair
Mrs. Lana C. Puckorius
Mrs. Kris Y. Rider, Vice Chair
Mr. Joe Wright
Dr. Thomas C. Leitzel, President/Secretary
Mrs. Pamela T. Karlson, College Attorney

Staff Present: Mr. Don Appelquist Mrs. Tammy Bush Ms. Cindy Garren
Mrs. Susie Hale Mrs. Anita Kovacs Mrs. Deborah Latter
Mr. Glenn Little Dr. Lindsay Lynch Dr. Mike McLeod
Dr. Leana Revell Mrs. Becky Sroda Dr. Chris van der Kaay
Mrs. June Weyrauch Dr. Tim Wise Dr. Deborah Fuschetti
Mrs. Courtney Green

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 6:30 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. Puckorius, to adopt an amended agenda of the regular meeting held June 24, 2015 to include the following: the deletion of Agenda Item #5.3.1 and the addition of Agenda Item 8.2. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Lana Puckorius, Mrs. Rider, and Mr. Wright.
Motion carried by unanimous vote.

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held May 27, 2015. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Lana Puckorius, Mrs. Rider, and Mr. Wright.
Motion carried by unanimous vote.

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed. The Trustees requested a workshop be added to the August 26, 2015 meeting, beginning at 4:30 p.m. This will allow time for a tour of the Fire Science Building and Tower.

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
Jerry Donna	Director, Financial Aid	Tim Wise	06/22/15
Amanda Dorsey	Administrative Assistant II, Academic Support	John Rousch	06/08/15
David Sostre	Grounds Maintenance	Steven Noel	04/13/15

2.2 Employee Retirement Acknowledgements

The following retirees were recognized during the Budget workshop held prior to the meeting.

Name	Title	Years of Service
Donald Appelquist	Dean, Resource Development/Executive Director, SFSC Foundation	44 years
Cliff Hangley (not in attendance)	Director, Network Systems	18 years
Susie Johnson	Financial Aid Director	13 years
Dr. Ivan (Dale) McDaniel	Professor of English and Humanities	12 years
Dr. Leana Revell	Vice President of Educational and Student Services	11 years
Susan Volpitta	Property Specialist	26 years

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to recognize the retirement of the employees listed above for their many years of service to South Florida State College. 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

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, career services staff; resignations; adjunct faculty, 2014-15, academic year as needed; and adjunct faculty, 2015-16, academic year as needed. **(EXHIBIT "A")**

5.2 Agreement and Contracts

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

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

5.3 Grant Applications

5.3.1 **Florida's Integrated Career and Academic Preparation System (FICAPS)**

Florida Department of Education \$25,000

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 May 2015. **(EXHIBIT "D")**

Mrs. Cullens made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.4.1 as presented. Dr. Bryan stated that he is a member of the CareerSource Heartland Board. 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 the curriculum proposals. **(EXHIBIT "E")**

Mr. Wright 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 Fee Proposals

Dr. Revell introduced the fee proposals. **(EXHIBIT "F")**

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 SFSC 2015-2016 Budget Proposal

Dr. Leitzel presented a request to approve the Operating Budget for 2015-2016, including the student fee rates and salary schedule, as well as the 2015-2016 Capital Outlay Budget. Vice President Little asked that Dr. Leitzel also receive the non-recurring salary supplement for all eligible employees to be awarded in November, 2015, found under 3(l) of the Budget Recommendations included in the Budget Workshop Packet. **(EXHIBIT "G")**

Mr. Wright made a motion, seconded by Mrs. Rider, to approve the Operating Budget for 2015-2016, including the student fee rates and salary schedule, as well as the 2015-2016 Capital Outlay Budget as presented at the Budget Workshop. 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.**

8.2 PRESIDENT'S EMPLOYMENT CONTRACT

DBOT Chair Lambert presented a recommendation to modify President Leitzel's employment contract by extending his contract from July 1, 2015 to June 30, 2018 and to add a provision for deferred compensation of \$20,000 per year to be paid by the College in equal installments commencing July 1, 2015 until/unless modified by the District Board of Trustees at a future date. **(EXHIBIT "H")**

Mrs. Cullens made a motion, seconded by Mr. Bryan, to approve the modifications recommended to President Leitzel's contract 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 Resource Development

I. Funded Grants

Mr. Appelquist reported that there were no funded grants this month.

II. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$86,679.10** from May 13, 2015 through June 9, 2015.

9.2 Financial Report

Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of April 2015 as information items.

(EXHIBIT "I")

9.3 President's Report

Dr. Leitzel reported on the following college activities:

1. Thanked the retiring employees for their many years of dedicated service to the college.

2. Acknowledged the following events that had recently occurred: Take Stock in Children Mentor Appreciation and Senior Night Recognition Dinner took place June 2. There were 23 graduating high school students recognized. A Corrections Officer Graduation was held June 11; a Nursing Pinning was held June 19; and a Basic Law Enforcement Graduation was held June 23.
3. The City of Avon Park declared July 7, 2015 as South Florida State College 50th Anniversary Day. Mrs. Puckorius read the proclamation given to the college on June 22 during the Avon Park City Council meeting. **(EXHIBIT "J")**
4. Melanie Jackson, Director of eLearning, gave a presentation to Florida Virtual Campus council members. SFSC was selected as one of the top seven institutions in the Florida College System and State University System to present information on this exemplary practice in Professional Development of Online Faculty.
5. SACSCOC Board Action – SFSC’s substantive change evaluation was approved at the June 11 Board meeting according to a phone call Dr. Leitzel received from SACSCOC Vice President, Dr. John Hardt. Three Bachelor’s degree programs are now approved.
6. Shared information and photos regarding the retirement of Mr. Don Appelquist and Dr. Leana Revell. Both will retire from the college June 30, 2015.
7. Reminded everyone of the upcoming 50th Anniversary event – *That 60’s Show* on Friday, June 26 at 7:30 p.m. in the Theatre for the Performing Arts.
8. Again this year, as an energy-savings initiative, SFSC campuses will be closed on Friday’s beginning June 26 through July 31.

9.5 Board Attorney’s Report

Mrs. Karlson stated that she has been working with Dr. Leitzel and Vice President Little on a capital campaign agreement. She also stated that she will attend the National Association of College and University Attorneys’ conference in Washington, DC, June 27 & 28.

9.6 Board Members’ Reports

Mrs. Puckorius stated that she enjoyed Dr. Revell’s retirement dinner. Dr. Revell and Mr. Appelquist will be missed.

Mr. Backer thanked the administration and staff for their hard work on this year’s budget.

Dr. Kirschner congratulated Dr. Revell and Mr. Appelquist on their well-earned retirement and wished them the best of luck.

Mr. Wright stated that he was honored to have worked with Dr. Revell and Mr. Appelquist.

Mrs. Cullens stated that it was a privilege and honor to work with Dr. Revell and Mr. Appelquist. She also stated that she represented the college recently while attending a retirement event for Dr. Dennis Gallon. Mrs. Cullens wished everyone a Happy July 4th.

Mr. Bryan stated that Dr. Revell and Mr. Appelquist were wonderful role models and was glad to be a part of their celebration.

Mrs. Rider stated that she hopes Dr. Revell and Mr. Appelquist will enjoy their journey.

9.7 Board Chair Report

Mr. Lambert said to Dr. Revell and Mr. Appelquist, "As you go tonight, you take a piece of our hearts with you. You have made a great impact on this institution – thank you for the work you've done." He also thanked administration and staff for their great work on this year's budget.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 7:27 p.m.