

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JULY 22, 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:

Mrs. Jamie Bateman	Mr. Kevin Brown	Mrs. Tammy Bush
Ms. Cindy Garren	Mrs. Susie Hale	Mrs. Anita Kovacs
Mrs. Deborah Latter	Mr. Glenn Little	Dr. Lindsay Lynch
Mrs. Becky Sroda	Dr. Sidney Valentine	Dr. Chris van der Kaay
Mrs. June Weyrauch	Dr. Tim Wise	Dr. Deborah Fuschetti
Dr. Robert Flores		

Others Present: Mr. Terry Atchley

CALL TO ORDER

At 6:08 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 an amended agenda of the regular meeting held July 22, 2015 to include the following: the addition of Agenda Item 8.1 – Naming of the Theatre for the Performing Arts. 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 Budget Workshop Minutes

Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve the minutes of the budget workshop held June 24, 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.**

1.2.2 Regular Meeting Minutes

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held June 24, 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 Annual Reorganization of the Board

Following the District Board of Trustees Policy 2.02, **Mr. Lambert called for nominations to serve as the 2015-2016 District Board of Trustees Chair. Mr. Backer moved and Mr. Wright seconded the nomination of Mrs. Rider. Mr. Lambert asked if there were any other nominations; being none, he then called for a vote.** 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.**

Mr. Lambert called for nominations to serve as the 2015-2016 District Board of Trustees Vice Chair. Mrs. Puckorius moved and Mrs. Cullens seconded the nomination of Mr. Bryan. Mr. Lambert asked if there were any other nominations; being none, he then called for a vote. 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.**

Mr. Lambert called for nominations to serve as the 2015-2016 SFSC Foundation Liaison. Mrs. Cullens moved and Mrs. Rider seconded the nomination of Mrs. Puckorius. Mr. Lambert asked if there were any other nominations; being none, he then called for a vote. 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.**

Mrs. Rider and Dr. Leitzel thanked Mr. Lambert for his work with the Board over the past year and presented him with a desk clock housed in a wooden box. The lid is engraved with the SFSC seal and an inscription: "Presented to Kenneth A. Lambert in recognition of his distinguished service as chairman, South Florida State College, District Board of Trustees, 2014-2015." At Mrs. Rider's request, Mr. Lambert continued the meeting as Chair.

1.4 Adopting of 2015-2016 Meeting Schedule and Review of Agenda Master Calendar

Mr. Backer made a motion, seconded by Mrs. Puckorius, to adopt the 2015-2016 meeting schedule, to include a Trustee conference in November and January, once finalized, and subject to changes as needed. 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. (EXHIBIT "A")**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Jamie Bateman	Executive Director, Institutional Advancement	Tom Leitzel	07/01/15
Sidney Valentine	Vice President, Academic Affairs and Student Services	Tom Leitzel	07/06/15

3.0 PUBLIC COMMENT

None

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 career services; resignations; and adjunct faculty 2015-16, academic year as needed. **(EXHIBIT "B")**

5.2 Agreement and Contracts

5.2.1 Approved a new affiliation agreement with Highlands County Sheriff's Office as presented. **(EXHIBIT "B")**

5.3 Grant Applications

5.3.1 Community Access to Child Healthcare (CATCH)

American Association of Pediatricians \$10,000

5.3.2 A Sense of Home: From Cultural Conflict to Coexistence in Florida's Heartland

Nat'l Endowment for the Humanities
Humanities Initiatives in Community Colleges \$100,000

5.3.3 Spanish Colonial Foodways

Florida Humanities Council \$500

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 June 2015. **(EXHIBIT "C")**

5.4.2 Property Donation

Approved the list of inventory items of minor monetary value to be donated to Ridge Area ACR clients. **(EXHIBIT "D")**

5.4.3 Property Removal

Approved the removal of Luminis software from the Data Software asset category. **(EXHIBIT "E")**

5.4.4 Customer Billing List

Approved the addition of Southern Garden Groves Corporation to the college's approved customer billing list as presented. *(EXHIBIT "F")*

Mr. Wright made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.4.4 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. Valentine introduced the curriculum proposals. *(EXHIBIT "G")*

Mrs. Rider made a motion, seconded by Mrs. Puckorius, 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. Valentine introduced a fee proposal. *(EXHIBIT "H")*

Mr. Wright made a motion, seconded by Mrs. Cullens, to approve a 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 Naming of the Theatre for the Performing Arts

Mr. Lambert proposed authorization allowing Dr. Leitzel to complete and sign a contract to grant naming rights to the Theatre for the Performing Arts.

Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve authorization allowing Dr. Leitzel to complete and sign a contract to grant naming rights to the Theatre for the Performing Arts. 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. Grants Development Report

Dr. Lynch distributed and reported on the Grants Development Report dated 7/22/15. This report will be shared with the Trustees monthly at the regular Board meeting.

II. Funded Grant Proposals

A. Pro Bono Dental Services

Highlands County Hospital District \$15,000

B. SFSC Bioenergy Education Program

National Science Foundation \$375,000

III. Federal Legislative Report

Dr. Lynch discussed the status of the federal budget and expected FY16 funding opportunities. Labor, HHS, and ED (LHHS) Bill: will not have across-the-board cuts. Senate has proposed cuts to key higher education funding programs. House and Senate have both included policy riders.

9.2 Financial Report

Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of May 2015 as information items. (**EXHIBIT "I"**)

9.3 Foundation Report

Mrs. Bateman reported that South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$63,015.10** from June 10, 2015 through July 14, 2015. She also distributed a brochure "The Partnership Project – An SFSC Foundation Capital Campaign" that will be used when speaking to potential donors.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Acknowledged Mr. Terry Atchley's attendance and thanked him for his contributions to the college and his service on the Foundation Board.
2. What's Trending Now – Emphasis on the "customer" experience, enrollment-national trend, and retention.
3. The Experience Orange TOO marketing campaign is in full swing.
4. Announced the awards SFSC student's received at the recent Phi Beta Lambda National Conference; SFSC's Collegiate FFA Chapter student award recipient, and acknowledged an award Dean Kevin Brown received at the conference for his service and dedication to FFA.
5. Performance Funding – Discussed the concern: shift in advocacy, SFSC ranked 16 out of 28 in the college system. Vice President Little distributed and discussed a draft copy of the 2015-2016 Florida College System Performance Funding Measures Model.
6. Discussed upcoming FCS issues: new chancellor; creating a new FCS staff in light of the recent resignations; and developmental studies.
7. Our local issues: creating sustainability; facility/renovation funding; and revenue generation.
8. Dean Sroda announced Nursing pass rates: NCLEX – 11 out of 12 passed, pass rate 92%. Congratulated students and faculty.
9. Next month's Board meeting will begin at 4:30 with a tour of the Fire Science building and tower.
10. Capital Campaign – discussed Partnership Project and thanked Mr. Lambert for bringing a proposal to the Board allowing him the ability to move forward with a naming opportunity for the Theatre for the Performing Arts.

11. 2015 Convocation Week – distributed a draft schedule and provided information for the 50th Anniversary Employee Luncheons scheduled throughout the week. Trustees are invited to attend. An email will be sent with detailed information.
12. Remaining 50th Anniversary events – Hardee Campus “Barn Bash” October 3; MOFAC “Coming Home” SFSC Alumni October 15; and Lake Placid Center “Sock Hop” November 7.

9.5 Board Attorney’s Report

Mrs. Karlson stated she had attended the National Association of College and University Attorneys (NACUA) conference on June 26-28 in Washington, DC. Topics covered were practical advice for campus counsel, ethical issues, student disciplinary issues, immigration law, application of federal discrimination law to colleges and universities, FERPA compliance (“Family Educational and Privacy Act of 1974”), Meet the Faculty: Key Concepts, and an introduction to the Clery Act including “Violence Against Women Act” (VAWA). She stated that it was a very informative conference.

9.6 Board Members’ Reports

Mr. Backer thanked Mr. Lambert for his leadership this year.

Mrs. Puckorius congratulated Mr. Lambert on his service to the Board this year. She also stated that she had recently attended an event where Mrs. Barbara Kirschner was presented with a Tribute to Naturalized Citizens Certificate of Appreciation of her contribution, dedication, and commitment of service to the betterment of the State of Florida and the United States of America.

Dr. Kirschner commended Mr. Lambert for a great year and service on the Board.

Mr. Wright appreciated Mr. Lambert’s efforts as Board Chair this year.

Mrs. Cullens thanked Mr. Lambert for his service to the Board this year. She wished Mrs. Rider the best in her newly elected position as Board Chair.

Mr. Bryan thanked Mr. Lambert for his outstanding service to the Board this year. He also thanked the Board and is humbled by his election as Vice Chair. He plans to attend as many college events as his schedule permits.

Mrs. Rider stated that Mr. Lambert will be a tough act to follow and congratulated him on a marvelous job.

9.7 Board Chair Report

Mr. Lambert stated that he prayed for this institution every day and is blessed to serve the Board and the institution.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:03 p.m.