

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JULY 20, 2016**

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

**Excused:** Mrs. Lana C. Puckorius

**Staff Present:**

Mrs. Ashley Bennett	Mr. Erik Christensen	Ms. Cindy Garren
Mrs. Susie Hale	Mrs. Deborah Latter	Mr. Glenn Little
Ms. Melissa Lee	Dr. Lindsay Lynch	Mrs. Becky Sroda
Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch
Dr. Tim Wise	Dr. Deborah Fuschetti	Mr. Keith Loweke
Mrs. Deanne Shanklin	Ms. Robin Southwell	

**Others Present:** Mrs. Barbara Kirschner

**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, Mrs. Kris Rider.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mrs. Cullens made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held July 20, 2016.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Budget Workshop Minutes**

**Mr. Backer made a motion, seconded by Mr. Wright, to approve the minutes of the budget workshop held June 15, 2016.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.2.2 Regular Meeting Minutes**

**Mr. Wright made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held June 15, 2016.**

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, 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, **Mrs. Rider called for nominations to serve as the 2016-2017 District Board of Trustees Chair. Mrs. Cullens moved and Mr. Wright seconded the nomination of Mr. Bryan. Mrs. Rider asked if there were any other nominations; being none, she then called for a vote.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**Mrs. Rider called for nominations to serve as the 2016-2017 District Board of Trustees Vice Chair. Mr. Lambert moved and Mrs. Cullens seconded the nomination of Mr. Backer. Mrs. Rider asked if there were any other nominations; being none, she then called for a vote.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**Mrs. Rider called for nominations to serve as the 2016-2017 SFSC Foundation Liaison. Mr. Wright moved and Mr. Lambert seconded the nomination of Mrs. Puckorius. Mrs. Rider asked if there were any other nominations; being none, she then called for a vote.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mrs. Bryan and Mr. Backer thanked the Board for their nominations. Dr. Leitzel stated in her absence he spoke with Mrs. Puckorius and she would gladly accept the position of SFSC Foundation Liaison, if nominated. Mrs. Puckorius was unable to attend the Board meeting due to a family emergency. Mr. Bryan and Dr. Leitzel thanked Mrs. Rider for her work with the Board over the past year and presented her with a crystal vase and bouquet. The vase is engraved with an inscription: "Presented to Kris Y. Rider, SFSC Board Chair 2015-2016 in recognition of her distinguished service." At Mrs. Bryan's request, Mrs. Rider continued the meeting as Chair.

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

Mr. Bryan suggested changing the DBOT meeting time. He recommended having the DBOT meetings during business hours. Mr. Wright stated that he would prefer an afternoon meeting around 1:00 p.m. Mr. Lambert was in agreement with DBOT meeting change to 1:00 p.m. Dr. Leitzel asked the Board to review the dates and to address any conflicts they have.

**Dr. Kirschner made a motion, seconded by Mr. Backer, to adopt the 2016-2017 meeting schedule, with the meeting time change to 1:00p.m.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote. (EXHIBIT "A")**

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

**2.1 Employee Retirements**

**Mr. Backer made a motion, seconded by Mr. Bryan, to acknowledge the retirement of Mrs. Gaylin Thomas for her many years of service to the college.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

**2.2 New Employee Introductions**

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Jenny Grenke	Case Data Specialist, FCDP/PYP	Tara Jefferies	04/18/16
Megan Stepe	Museum Curator	Cindy Garren	06/27/16

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

**4.1 Organizational Chart**

Dr. Leitzel presented the 2016-2017 SFSC Organizational Chart to the Board. Mr. Little briefly highlighted some of the new organizational changes.

**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 "A")**

**5.2 Agreement and Contracts**

**5.2.1** Approved the renewal of the dual enrollment agreement with DeSoto County School Board as presented. **(EXHIBIT "B")**

**5.2.2** Approved the renewal of the dual enrollment agreement with Hardee County School Board as presented. **(EXHIBIT "C")**

**5.2.3** Approved the renewal of the dual enrollment agreement with Highlands County School Board as presented. **(EXHIBIT "D")**

**5.2.4** Approved the agreement with Okeechobee County School Board as presented. *(EXHIBIT "E")*

**5.3 Grant Applications**

**5.3.1 Optimizing the Effectiveness of Bactericide Application for Managing HLB Infection**

USDA NIFA – Citrus Research \$2,175,000.00

**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 May 2016. *(EXHIBIT "F")*

**Mr. Wright made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.4.1 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, 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. Cullens made a motion, seconded by Mr. Lambert, 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. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**7.2 Fee Proposals**

Dr. Valentine introduced 2016-17 fee proposals. *(EXHIBIT "H")*

**Mr. Lambert 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. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**8.0 PURCHASING AND OTHER ACTION ITEMS**

**8.1 Highlands County Sheriff's Office Agreement**

Dr. Leitzel presented the Sheriff's Office agreement to the Board. Dr. Leitzel informed the Board that the news of the agreement was featured in an article in the Highlands Today newspaper. Dr. Leitzel discussed with the Board that this was a precaution to provide safety to the faculty, students, staff and visitors. Dr. Leitzel stated that the start date would be August 1, 2016. Mr. Little added that it might be September until we will have an officer present, since the Sheriff's Office will have to post and interview for the position. Mr. Little went over the benefits of having a law enforcement officer on campus. Keith Loweke stated that it would be a wonderful addition to the security that is already in place on the campus. Mrs. Karlson added

that other colleges are entering into similar agreements with their local law enforcement offices. Dr. Leitzel addressed questions raised by Mr. Lambert and Dr. Kirschner and added that agreements will be arranged for the Hardee and DeSoto campuses. **(EXHIBIT "I")**

**Mr. Wright made a motion, seconded by Mr. Backer, to approve to enter into a new agreement with Highlands County Sheriff Office as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

## 9.0 REPORTS

### 9.1 Financial Report

Ms. Lee reported on the financial graphs and a summary of revenue and expenditures through the month of May 2016 as information items. **(EXHIBIT "J")**

### 9.2 Foundation Report

Mrs. Shanklin reported on the behalf of Mrs. Bateman that South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$36,800.84** from June 1, 2016 through July 5, 2016. She also updated the Board that the Foundation was working on finding alumni for the Alumni Awareness campaign to get alumni involved with the College. Mrs. Shanklin made note that the Appreciation Luncheon at the DeSoto Campus was moved to August 18<sup>th</sup>. Mrs. Shanklin informed the Board that on Friday, August 12, 2016, she and Mrs. Bateman will be on the local radio station KISS FM 107.5 to promote the Alumni Awareness campaign. Mrs. Shanklin gave an update on the veranda and hotel renovations.

### 9.3 Resource Development

#### I. **Grants Development Report**

Dr. Lynch distributed and reported on the Grants Development Report dated 7/20/16.

#### II. **Funded Grant Proposals**

Dr. Lynch stated none to report.

#### III. **Declined Grant Proposals**

- |   |                |
|---|----------------|
| A. <b>Beginning Farmer and Rancher Development Program</b>  |                |
| USDA NIFA   | \$238,901.00   |
| B. <b>Rapid Evaluation of Disease State in Sweet Orange Varieties: Qualifying Tree Response to Known HLB Treatments</b> |                |
| USDA NIFA – Citrus Research   | \$3,800,000.00 |

#### IV. **Federal Legislative Report**

Dr. Lynch reported on FY 17 Funding Update. Dr. Lynch discussed the up-coming House and Senate appropriation bills. She reported on the PELL update and

discussed key Higher Ed bills, one being the simplification of the FASFA application.

#### **9.4 President's Report**

Dr. Leitzel reported on the following college activities:

1. Thanked Mrs. Rider again for her service as Chair for 2015-2016.
2. Thanked Mr. Bryan and Mr. Backer for so graciously accepting their new positions as Chair and Vice Chair for 2016-2017.
3. Highlighted the pinning and graduation ceremonies that have occurred on campus. Distributed a schedule of up-coming pinning and graduation ceremonies.
4. Discussed the OpenStax Star Open Education Resources. There were 43 applications and 12 were accepted. Dr. Leitzel state that this will likely be submitted to the Chancellor's Best Practice Award. Mr. Christensen discussed with the Board his part with OER and how it benefits the students and college. Mr. Christensen informed Board of up-coming items.
5. Introduced Ms. Cindy Garren, who shared the 2016-2017 Cultural Program series. Ms. Garren distributed a handout and highlighted some of the shows that will be coming to the College.
6. Announced that July 1<sup>st</sup> began the implementation of Destination 2020 our new five-year Strategic Plan.
7. Informed Board that we are in our 5<sup>th</sup> year review with SACSCOC. Dr. Valentine shared the up-coming schedule and requirements for the SACSCOC 5<sup>th</sup> year review.
8. Shared a new program for the College – Medical Coding and Billing starting this fall.
9. Welcomed new members of the Leader Team, Mr. Christensen and Mr. MacNeill.
10. Recapped the importance of enrollment.
11. Presented the schedule for Convocation Week.
12. Dr. Leitzel updated the Board on his meeting with Senator Grimsley. Dr. Leitzel discussed key points that were made during this meeting, one being retaining Mr. J.D. Alexander as a lobbyist for the College. Mr. Lambert agreed that Mr. Alexander would be a great lobbyist on our behalf. Mr. Wright would like to start the process to obtain Mr. Alexander as our lobbyist. Dr. Kirschner stated he believes we made an excellent case and is in agreement with Mr. Wrights' statement to obtain Mr. Alexander. Mr. Lambert suggested hiring Mr. Alexander on a retainer. Mr. Little stated that Mr. Alexander is not looking for a complicated agreement. Mr. Alexander would like an agreement that works for the needs of the college. **Mr. Lambert recommended SFSC Foundation enter into a master service agreement with Mr. J.D. Alexander for advocacy at a cost not to exceed \$60,000 annually with the scope of services to be negotiated by college staff. Mrs. Cullens, seconded the motion.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**9.5 Board Attorney's Report**

Mrs. Karlson stated she has spoken to Mr. Bert Harris concerning the dedication of Eucalyptus Avenue and he has asked the Board to table a decision due to other issues that have surfaced. Mrs. Karlson distributed a handout for a refresher course with the Sunshine Law. Mrs. Karlson recommended that the Board take this online course. Mr. Lambert stated and encouraged the Board to take the course. Board members stated that they would like additional information on different methods of taking the course.

**9.6 Board Members' Reports**

Mr. Backer thanked Board for their nomination as the new Vice Chair.

Dr. Kirschner congratulated Mr. Bryan and Mr. Backer on their new positions.

Mr. Lambert congratulated Mrs. Rider, Mr. Bryan and Mr. Backer on their involvement and stated he is thankful for Board cooperation.

Mr. Wright thanked Mrs. Rider for her service.

Mrs. Cullens thanked Mrs. Rider for her service, wished Mr. Bryan the best and congratulated Mr. Backer.

Mr. Bryan thanked the Board and stated he is looking forward to serving as Chair for 2016-2017 year.

**9.7 Board Chair Report**

Mrs. Rider thanked Mrs. Ashley Bennett for coolers with attached lids. Mrs. Rider informed the Board that she attend the Operational Audit exit conference and was excited to say the college is in good standing. Mrs. Rider thanked the Board for their support.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:02 p.m.