

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
SEPTEMBER 28, 2016**

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

Excused: Mrs. Jamie Bateman and Ms. Cindy Garren

Staff Present:	Mrs. Ashley Bennett	Mr. Erik Christensen	Mrs. Susie Hale
	Mr. Glenn Little	Ms. Melissa Lee	Dr. Lindsay Lynch
	Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch
	Dr. Tim Wise	Dr. Deborah Fuschetti	Mr. Keith Loweke
	Dr. Michele Heston	Mrs. Deborah Latter	Mr. Lynn MacNeill
	Mrs. Emily Bellamy	Mrs. Kathleen MacNeill	

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 1:03 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mr. Derren Bryan.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Dr. Kirschner made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting held September 28, 2016 with moving Item 5.3.1 to 8.2 and the addition of Item 8.3. 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. Puckorius made a motion, seconded by Mrs. Rider, to approve the minutes of the regular meeting held August 24, 2016 with the amendment to add Mr. Lynn MacNeill to staff present. 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.**

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed with no changes.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introductions

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Emily Bellamy	Administrative Assistant II, Controller	Melissa Lee	08/01/16
Kathleen MacNeill	Instructor, Nursing	Michele Heston	09/06/16

2.2 Employee Acknowledgment

Dr. Leitzel requested employee acknowledgment of emerita status recognition to Rebecca A. Sroda.

Mr. Wright made a motion, seconded by Mr. Lambert, to acknowledge Rebecca A. Sroda for her many years of service to the college by granting emerita status. 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, full-time professional; resignations; and adjunct faculty 2016-17, academic year as needed. **(EXHIBIT "A")**

5.2 Agreements and Contracts

5.2.1 Approved the new facilities rental, materials and services agreement with Ave Maria University Preparatory School as presented. **(EXHIBIT "B")**

5.2.2 Approved the renewal of a training provider agreement with the University of South Florida as presented. **(EXHIBIT "C")**

5.3 Grant Applications

5.3.1 Cultural Programs Advertising – Beauty and the Beast Ballet
Highlands County Tourists Development Council \$997.00

5.3.2 Health Sciences Educational Technology Enhancement
Highlands County Health Services \$27,156.00

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 July and August 2016. *(EXHIBIT "D")*

5.4.2 Donation to SFSC Criminal Justice Academy

Accepted the donation of a 2008 and 2009 Ford Crown Victoria vehicles from the Highlands County Sheriff's Office to the SFSC Criminal Justice Academy as presented. *(EXHIBIT "E")*

Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the Consent Agenda, Items 5.1 through 5.4.2 with moving Item 5.3.1 to Item 8.2. 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 "F")*

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

7.2 Fee Proposals

Dr. Valentine introduced the fee proposals. *(EXHIBIT "G")*

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

Mr. Little presented the Textbook Affordability report to the Board. He went over the requirements and what the college is doing to adhere to the new bill passed by the Florida Legislature. Ms. Lee announced that she is still working with Follett Bookstore on how to save SFSC students money. Mr. Christensen announced that going to Open Educational Resources would save the students one-third of the cost of textbooks. He also shared that he has submitted the Open Educational Resource concept for the Chancellor's Best Practice Award.

Dr. Kirschner asked if all the textbooks that students are required to use are available online or in the library. Mr. Little stated no, publishers would not have allowed them to be available in the library. Mr. Little informed the board that the college library does have reference books, materials and electronic resources available. Mrs. Rider suggested having an app for coupons for students to go along with the new semesters for books. Mrs. Karlson stated that the statue needed to be changed from 1004.85 to 1004.085. *(EXHIBIT "H")*

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to approve the report of Textbook and Instructional Materials Affordability as required by 1004.085, F.S. 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.**

8.2 e-Defense Project

Dr. Lynch announced that Georgia Tech Research Institute will not be able to participate as a partner with e-Defense Project. University of South Carolina and 2 Circle, Inc. are still partnering with SFSC on the grant. Dr. Lynch requested Board approval to continue with the submission of the e-Defense Project. Mr. Bryan stated that an item will always be pulled out of the Consent Agenda if there are any changes that have been made that the board has not reviewed prior to the Board meeting. *(EXHIBIT "I")*

Mr. Wright made a motion, seconded by Mr. Lambert, to approve the submission and acceptance, if funded, of the e-Defense Project 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.**

8.3 Property Removal

Dr. Leitzel asked for the approval of the requested property removal of equipment totaling \$60,738 from SFSC property records. This was an additional agenda item.

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the removal of property 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 Financial Report

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

9.2 Foundation Report

Dr. Leitzel gave the Foundation report on behalf of Mrs. Bateman as she was away at a conference. Dr. Leitzel reported that the South Florida State College

Foundation, Inc. had received donations and pledges in the amount of **\$31,829.73** from August 11 through September 14, 2016. Mrs. Puckorius announced the agreement with JD Alexander was unanimous among the Foundation Board. Dr. Leitzel shared with the Board that the Foundation was receiving great feedback from the thank you call-a-thon. The community and donors enjoyed and appreciated the calls from the Foundation Executive Board. He also shared the Foundation will be doing Cookie Calls to new friends in the community October 3-7, 2016.

9.3 Resource Development

I. Grants Development Report

Dr. Lynch distributed and reported on the Grants Development Report dated 9/28/16.

II. Funded Grant Proposals

A. Retired and Senior Volunteer Program

Corporation for National and Community Service \$3,500.00

B. 2016-2017 Perkins Postsecondary Career and Technical Education

Florida Department of Education \$159,987.00

III. Declined Grant Proposals

A. Developing an Agricultural Systems Career Pathway: A Tool For Improving Agriculture Student Enrollment and Completion

USDA NIFA \$47,733.00

IV. Federal Legislative Report

Dr. Lynch reported the House voted on the Perkins Reauthorization. She shared with the Board that legislation is looking at how endowment funds are being spent. Dr. Lynch also shared that she received a Dear Colleague letter about colleges looking into having a resource officer on campuses. She announced to the board that South Florida State College was ahead of the curve with our agreements with local law enforcement for resource officers on our campuses.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Thanked Dr. Lynch for her work with grants.
2. Announced SFSC fall credit enrollment was up approximately 1.5 percent.
3. Thanked Dr. Valentine and his team for their work on student enrollment and retention.
4. Shared recent graduation and pinning ceremonies. Shared that all 12 Criminal Justice students passed the state exam.
5. Highlighted club rush activities from September 1, 2016.
6. Shared that SFSC cross country team pre-season ranking was 22nd in the nation.
7. Gave updates on the Safety/Law Enforcement agreements with Hardee County. Hardee County Sheriff department has agreed to sign the agreement that was presented to them.
8. Announced that SFSC has been approved as a Military Friendly School for 2017.

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9. Congratulated Broward and Indian River State College for being 2017 Aspen Top 10 finalists.
10. Shared Leroy Collins Institute study on FCS observations.
11. Handed out a quick fact booklet to the Trustees. Thanked Mrs. Latter and Dr. van der Kaay for their work on the quick fact booklet.
12. Called on Dr. Wise, who reported on the FCS/SFSC need for mental health counseling to be offered. He shared that the universities have requested \$14.5 million additional funding for mental health counseling. Dr. Wise stated that he has experienced many state and community college students who are suffering from mental health issues. He has worked with BayCare as a 24/7 call-in counseling for students. Dr. Wise recommended that FCS needs to ask for \$30 million in mental health counseling funding. Dr. Leitzel stated that this issue is on the COP agenda.

9.5 Board Attorney's Report

Mrs. Karlson stated no report. Mrs. Karlson did share that former District Board of Trustee Anne Reynolds was in the hospital.

9.6 Board Members' Reports

Mrs. Puckorius wished Mr. Lambert a happy birthday.

Mr. Backer wished Mrs. Puckorius a happy birthday.

Mr. Lambert thanked Dr. Leitzel and Mrs. Latter for the quick fact booklet.

Mr. Wright stated no report.

Dr. Kirschner stated no report.

Mrs. Rider nominated Tami Cullens for the AFC Trustee of the Year Award, Mrs. Puckorius second the nomination. Those voting in favor of the nomination were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mrs. Cullens stated no report.

9.7 Board Chair Report

Mr. Bryan announced he will not be able to attend the ACCT Leadership Congress in New Orleans. Mr. Bryan designated Mr. Backer as the voting delegate at the ACCT Leadership Congress in his absence.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:37 p.m.