

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 26, 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: Dr. Lindsay Lynch

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
Dr. Robert Flores	Dr. Deborah Fuschetti	Ms. Cindy Garren
Mrs. Courtney Green	Mrs. Susie Hale	Dr. Michele Heston
Mrs. Deborah Latter	Mr. Glenn Little	Ms. Melissa Lee
Mr. Keith Loweke	Mr. Lynn MacNeill	Mrs. Leah Sauls
Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch
Dr. Tim Wise		

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 1:01 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

Mr. Lambert made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held October 26, 2016 with moving Item 5.1 to 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. Rider made a motion, seconded by Mrs. Cullens, to approve the minutes of the regular meeting held September 28, 2016 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.**

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed with no changes. Mrs. Cullens shared that the ACCT conference would be held in Las Vegas, NV in September 2017.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

None

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

Mrs. Courtney Green gave a presentation on the Adult Education Program. She provided a brief background of the program to the Board and shared the new initiatives of the Adult Education Program. Mrs. Puckorius asked if the program is serving the DeSoto jail and Mrs. Green replied that SFSC Adult Education Program does not currently serve DeSoto County. Mr. Wright inquired if there is a need for the citizen process. Mrs. Green indicated that there is a need, but SFSC only teaches the process to people in need of citizenship; we do not give the test. Mrs. Cullens asked if the college receives FTE for Adult Education. Dr. Leitzel stated that Adult Education is a substantial contributor to FTE generation.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Agreements and Contracts

5.1.1 Approved the new affiliation agreement with Gayle Obermayr, DDS as presented. **(EXHIBIT "A")**

5.1.2 Approved the new affiliation agreement with Stefani J. Allison, DMD as presented. **(EXHIBIT "B")**

5.1.3 Approved the new contract agreement with Sunshine Staffing of Highlands County, Inc. as presented. **(EXHIBIT "C")**

5.1.4 Approved the addendum to the dual enrollment agreement with Highlands County School Board as presented. **(EXHIBIT "D")**

5.2 Operational Actions

5.2.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register and summary through September 2016. **(EXHIBIT "E")**

5.2.2 Vehicle Disposal

Approved the disposal of College property as presented. **(EXHIBIT "F")**

Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.2.2 with moving Item 5.1 to 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.

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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. Puckorius 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.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 SFSC 2016-17 Revised Salary Schedule Proposal

Mr. Little gave the Board an overview of the Fair Labor Standards Act (FLSA) changes that will take effect December 1, 2016. SFSC proposes to amend the current Salary Schedule to adhere to the FLSA regulation. Mr. Little informed the Board that the college did make adjustments to the budget that the Board approved in June 2016 to cover overtime due to this new regulation. Mrs. Hale gave a presentation on the new overtime regulation and how SFSC plans to stay in compliance. Mrs. Rider asked about electronic timesheets. Mrs. Hale replied that SFSC does not currently have electronic timesheets. Mr. Little shared that the morale of the employees were considered heavily in planning the changes to the Salary Schedule. Mr. Lambert stated that others are facing the same issues as SFSC when making changes to salary schedules, position changes, and morale of their employees. *(EXHIBIT "H")*

Mr. Wright made a motion, seconded by Mrs. Puckorius, to approve the revised salary schedule 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 Policy Development: Policy 5.16

Dr. Leitzel asked the Board to consider the revision of Board Policy 5.16 to accompany the proposed revision to the 2016-17 Salary Schedule (Board Item 8.1). *(EXHIBIT "I")*

Mr. Backer made a motion, seconded by Mrs. Cullens, to table the consideration of the changes to Policy 5.16 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 Personnel Actions

Mr. Bryan presented the revised personnel recommendations to the Board.

Mr. Lambert made a motion, seconded by Mrs. Puckorius, to approve the personnel recommendations 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 September 2016. Mr. Wright asked if the lottery money is behind schedule. Mr. Little stated that he is hoping to receive the lottery money by the end of October.

(EXHIBIT "J")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$5,116.43** from September 15 through October 11, 2016. Mrs. Bateman shared that the donor thank you Call-a-Thon was appreciated. The Foundation Board made contact with 123 donors. She shared that 11 new visits were made to potential new donors with the cookie calls. Out of the 11 visits that were made, two new potential donors inquired to know more about the college and how to be more involved. Mrs. Bateman announced that the November 8, 2016 Foundation Board meeting will be a Lunch n' Learn being hosted by the Nursing Department with the new SimMom. She also shared that the Foundation has their first Physician Society that Dr. Thakkar is chairing. The Foundation Newsletter is in the final draft and will be available via mail, e-mail, and website. Mrs. Bateman invited everyone to attend the Open House Renovations at the Jacaranda November 10th from 5-7 p.m.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated October 26, 2016 on behalf of Dr. Lynch who is attending conferences in Washington, D.C. Dr. van der Kaay shared that the Title V grant is SFSC's largest grant ever funded at \$4,854,615.00. Dr. Leitzel shared with the Board that a perfect score for this grant is 300 and Dr. Lynch scored 299 on her proposal that was funded. Mrs. Puckorius asked if students could only be Hispanic to benefit from this grant. Dr. van der Kaay replied that all students can benefit from the grant. Mr. Lambert requested talking points.

II. Funded Grant Proposals

A. Re-Engineering Our Future

U.S. Department of Education, Hispanic Serving Institutions STEM & Articulation \$4,854,615.00

B. Adult General Education (AGE) – Highlands County

Florida Department of Education \$217,863.00

C. EL/Civics Highlands County	
Florida Department of Education	\$43,544.00
D. EL/Civics Hardee County	
Florida Department of Education	\$23,642.00
E. Healthy Smiles for Highlands County	
Highlands County Health Services	\$12,000.00
F. Health Sciences Instructional Technology Request	
Adventist Health System	\$12,500.00

III. Declined Grant Proposals

Training Young Researchers in Agricultural Systems Technology	
USDA NIFA	\$299,999.00

IV. Federal Legislative Report

No federal report presented.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Congratulated Mrs. Cullens on her ACCT Trustee election.
2. Shared Take Stock in Children received a gold certification for the 3rd year.
3. Announced that the AFC conference in Buena Vista, FL is November 2-4th.
At the AFC conference Rick Hitt will be inducted into the FCSAA Hall of Fame and Dr. Robert Flores will be inducted as the AFC President. Also our Open Educational Resources is a finalist for the Chancellor's Best Practice Award.
4. Shared that the default rate is down 3.4% from last year.
5. Shared Dr. Milliken's report on how the oral cancer screenings resulting in 11 referrals.
6. Highlighted MOFAC's meet the Artist.
7. Highlighted the College Connect Day that was hosted by SFSC for local high school counselors.
8. Shared the FUSE (USF) event that he, Dr. Valentine and Dr. van der Kaay attended at the USF campus. Dr. Leitzel signed an articulation agreement. Dr. van der Kaay gave a brief background on FUSE to the Board.
9. Announced that the Cross Country team will be going to Nationals again this year.
10. The Cultural Arts season starts November 5, 2016 with the free Phil Dirt show.
11. Updated the Board on the Sheriff agreement in DeSoto. Sheriff Wise did not wish to sign the inter-local agency agreement since DeSoto County will be getting a new sheriff. Dr. Leitzel with Mr. Backer's help will meet with the new DeSoto County Sheriff following the election. Mrs. Cullens shared that she sat at the lawyer's round table at the ACCT conference in New Orleans and she discussed with them the steps that SFSC took on getting agreements with our local law enforcement offices. Mrs. Rider shared she attend the safety summit at the ACCT conference in New Orleans and she discussed our sheriff agreement.

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12. Shared that SFSC will be hosting the Great Florida Fire School, November 9 -13, 2016.

13. Announced the Veterans Day program will be November 11, 2016 at 10:45 a.m.

9.5 Board Attorney's Report

Mrs. Karlson stated no report. Mrs. Karlson welcomed Mr. Little back. She shared with the Board that Dr. Leitzel's presentation at the Highlands Bar Association banquet went extremely well and everyone enjoyed it.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer wished Mr. Little a happy birthday and glad that he is well again.

Mr. Lambert stated no report.

Mr. Wright stated no report.

Dr. Kirschner stated he was glad to see Mr. Little well.

Mrs. Rider shared that the ACCT conference was out-standing with great speakers. She was able to share at the some of the round tables the great things that SFSC is doing. She encourage SFSC to court our high school guidance counselors. She suggested to Mrs. Bateman a Bar Society. She also wished everyone a happy Thanksgiving.

Mrs. Cullens wished everyone a happy Thanksgiving.

9.7 Board Chair Report

Mr. Bryan thanked Mrs. Cullens and Mrs. Rider for attending the ACCT conference.

Mr. Bryan acknowledged all the good things that SFSC has achieved and asked that we continue to prepare for uncertainty and strive for greatness.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:30 p.m.