

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
APRIL 26, 2017**

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

Excused: Dr. Louis H. Kirschner and Mrs. Lana C. Puckorius

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
Dr. Deborah Fuschetti	Ms. Cindy Garren	Dr. Michele Heston
Mr. Don Kesterson	Mrs. Deborah Latter	Ms. Melissa Lee
Mr. Glenn Little	Dr. Lindsay Lynch	Mr. Lynn MacNeill
Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch
Ms. Kendall Carson	Dr. Bill Gregory	Ms. Tara Jefferies
Ms. Dominique Robinson	Dr. Robert Flores	Mrs. Lisa Johnson-Decarie
Mr. Andrew Polk	Mrs. Tina Gottus	Mrs. Melanie Jackson
Ms. Charlotte Pressler	Mr. Bobby Sconyers	

Excused: Dr. Tim Wise

Others Present: Mr. Earl Claire and Mrs. Olivia Scott

CALL TO ORDER

At 1:00 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

Mrs. Rider made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting held April 26, 2017 as presented.

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held March 22, 2017 as presented. Those voting in favor of the motion were Mr. Backer,

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

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed. Mr. Backer stated that he would like to have the June 21 Board meeting at the Hardee Campus. Trustees discussed the pros and cons of having the Board meetings moved to the other campuses and how it would affect the college staff. Mr. Lambert stated it would be nice to meet at the other campuses once a year. No motion was made to change the meeting site. Mr. Lambert suggested moving the July 26 Board meeting to accommodate conflicting schedules. Trustees discussed possible dates to accommodate all of their schedules. **Mrs. Cullens made a motion, seconded by Mr. Backer to move the July 26 Board meeting to July 17.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 Employee Retirement Acknowledgement

Mr. Lambert mad a motion, seconded by Mr. Wright, to acknowledge the retirement of Dr. Bill Gregory for his many years of service to South Florida State College. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

2.2 New Employee Introductions

Employee	Position	Supervisor	Hired
Kendall Carson	Program Specialist, Agriculture	Tom Bush	01/03/17
Dominique Robinson	Case Manager, Farmworker Career Development Program	Tara Jefferies	01/09/17

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Student Life, Activities, Services and Athletics

Mr. Andrew Polk introduced the athletic coaches on behalf of Dr. Tim Wise, who in turn, brought forward members of the Panther softball, volleyball, cross country and baseball teams. Mr. Andrew Polk, student activities director, introduced members of the Student Government Association; along with advisors and members of clubs and organizations. *(EXHIBIT "A")*

4.2 SFSC Annual Equity Update Report

Dr. van der Kaay and Mr. Kesterson presented the SFSC 2016-17 Annual Equity Report Update. The report was presented for acceptance under Agenda Item 8.1. The Trustees received a copy of the full report. *(EXHIBIT "B")*

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, full-time career staff; retirements; resignations; terminations; reappointments, full-time professional 2017-18 staff and full-time career staff 2017-18; *(EXHIBIT "C")*

5.2 Agreement and Contracts

5.2.1 Approved contracting for continued legal services with Allen, Norton & Blue, P.A. and Karlson Law Group, P.A. for the 2017-2018 fiscal year under the terms and rates as presented. *(EXHIBIT "D")*

5.2.2 Approved the agreement between Glades, County, Florida and South Florida State College as presented. *(EXHIBIT "E")*

5.2.3 Approved the renewal of a training agreement between CareerSource Southwest Florida and South Florida State College as presented. *(EXHIBIT "F")*

5.2.4 Approved the renewal of a training agreement between CareerSource Polk and South Florida State College as presented. *(EXHIBIT "G")*

5.3 Grant Applications

5.3.1 Perkins Grants

Florida Department of Education	
Rural and Sparsely Populated	\$101,790
Postsecondary Career and Technical Education	\$152,062

5.3.2 Adult General Education – Highlands County

Florida Department of Education	\$206,223
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5.3.3 EL Civics – Highlands County

Florida Department of Education	\$43,156
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5.3.4 EL Civics – Hardee County

Florida Department of Education	\$30,000
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5.3.5 Great Performances in Florida’s Heartland

Florida Division of Cultural Affairs	\$90,000
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5.3.6 MOFAC Exhibit

Florida Division of Cultural Affairs	\$10,000
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5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Table the monthly accounts payable/monthly payroll check register and summary through March 2017. *(EXHIBIT "H")*

5.4.2 Uncollectible Debt

Approved the write off of uncollectible debt in the amount \$20,115.75 as presented. *(EXHIBIT I)*

Mrs. Rider made a motion, seconded by Mrs. Cullens, based on current college procedures to remove the grant applications segment from the agenda; instead, the Board will approve all funded grants. The president will inform Board of grant applications as appropriate. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

Mrs. Cullens made a motion, seconded by Mr. Lambert, to approve the Consent Agenda, Items 5.1 through 5.4.2, with the removal of section 5.3 and to table item 5.4.1 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, 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 "J")*

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the curriculum proposals as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 SFSC Annual Equity Report

The SFSC 2016-17 Annual Equity Update Report was presented for acceptance and to authorize its submission to the Florida Department of Education as presented under Agenda Item 4.2. *(EXHIBIT "K")*

Mr. Wright made a motion, seconded by Mr. Backer, to accept SFSC's 2017 Annual Equity Update Report, and to authorize its submission to the Florida Department of Education as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, 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 March 2017. *(EXHIBIT "I")*

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$36,556.99** from March 3 through April 11, 2017. Mrs. Bateman gave a recap of the Tour of the Campus Day events at the Hardee and DeSoto campuses. She updated the Trustees on the Foundation Gala that is on April 29th. She shared that as of today, April 26th the Foundation has 163 attendees and 15 sponsors for the Gala. She announced to the Trustees that Take Stock in Children has signed five 10th graders for scholarships. Dr. Leitzel and Mrs. Bateman informed the Trustees about presenting some naming opportunities to the Foundation Board at their next meeting on May 9. This would be a great opportunity for the Capital Campaign. Trustees unanimously agreed the presentation would be beneficial to the campaign.

9.3 Resource Development

I. Grants Development Report

Dr. Lynch distributed and reviewed the Grants Development Report dated 4/26/17. Dr. Lynch detailed the current list of grant applications at the request of a Trustee.

II. Funded Grant Proposals

A. Highlands County Retired and Senior Volunteer Program (RSVP)

Corporation for National and Community Service \$48,034

B. Engaging Rural Audiences Through the Arts

National Endowment for the Arts \$10,000

III. Declined Grant Proposals

None to report.

IV. Federal Legislative Report

None to report.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Gave recognition to the SFSC Unstoppable marketing campaign.
2. Special recognition to Ashley Bennett and June Weyrauch for Administrative Professional Day.
3. Asked Mr. Andrew Polk to report on behalf of Dr. Tim Wise, on the Minority Male Initiative that took place on the Highlands Campus on April 7th. Mr. Polk shared with the Trustees that the MMI was a huge success and gave a brief background of the event.
4. Shared the Rotaract Club will be attending the Freedom Flight event.
5. Informed Trustees of the Dental Hygiene pinning ceremony on April 21st and shared that all nine students (100%) passed their National Board Exam.
6. Congratulated and thanked Ms. Cindy Garren for a successful Reveal Dinner event.
7. Shared with the Trustees the Annual Student Art Exhibit show.
8. Regional Update – Had very successful collaborative meeting with Superintendent Cline and Superintendent Longshore. Gave background and update on the progress the College is having with working with both DeSoto and Highlands School Boards on program development.
9. Shared a video and a proclamation from Governor Scott declaring April as Florida College System month.
10. Distributed packets to Trustees with a letter from the Governor that was sent to the FCS, data points and a graduation ceremony schedules.
11. Shared Senate & House appropriations. Dr. Leitzel shared an update with Trustees from J.D. Alexander about the appropriations. J.D. Alexander will report to the Trustees on May 24th.
12. Shared SB 374 is still gaining traction.

13. Stated that SFSC was one of eleven colleges that received national recognition as 2017 "Most Promising Places To Work In Community Colleges" by Diversity magazine.
14. Asked Dr. Heston to share with the Trustees information about the Conference of Caring being hosted on the Highlands Campus on April 24th. Dr. Heston thanked the Foundation and Florida Hospital for their help funding the event.
15. Gave update on the two Spring commencement ceremonies on May 4th.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mr. Lambert stated he loved seeing all the students that came to represent their clubs/organizations. He thanked the Trustees that were able to represent SFSC in Tallahassee. Mr. Lambert congratulated Ms. Cindy Garren on the Reveal Dinner.

Mr. Wright stated that the MMI was yet again another great event. He thanked Mrs. Karlson for her public service and the service she does for the college.

Mr. Wright shared that the college is getting great coverage in the local newspapers and thanked Mrs. Deborah Latter for her work in Community Relations.

Mrs. Cullens shared that the PTK All-American ceremony in Tallahassee was a great experience. She thanked Dr. Valentine for his work for the college.

Mrs. Rider stated no report.

Mr. Backer shared a story about a student and her experience with SFSC. He stated that the college was doing a great job.

9.7 Board Chair Report

Mr. Bryan stated no report.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:17 p.m.