

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
AUGUST 23, 2017**

Members Present: Mr. Tim Backer, Chair
Mr. Derren Bryan
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 Kirschner and Mrs. Lana Puckorius

Call-In Mrs. Tami Cullens, Vice Chair

Staff Present:

Mrs. Jamie Bateman	Mrs. Wanita Bates	Mrs. Ashley Bennett
Mr. Erik Christensen	Ms. Kelly Fairfield	Dr. Robert Flores
Dr. Deborah Fuschetti	Ms. Cindy Garren	Dr. Michele Heston
Mr. Don Kesterson	Ms. Karen Lackey	Mrs. Deborah Latter
Ms. Melissa Lee	Mr. Glenn Little	Mrs. Becki Lowery
Dr. Lindsay Lynch	Ms. Amy Shephard	Ms. Robin Southwell
Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch
Dr. Tim Wise		

Excused: Mr. Lynn MacNeill

Others Present:

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. Tim Backer.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held August 23, 2017 as presented.

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

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Lambert made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held July 17, 2017 as presented.

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

1.3 Adopting of 2017-2018 Meeting Schedule and Review of Agenda Master Calendar

Dr. Leitzel represented the proposed meeting schedule and Agenda Master Calendar to the Board. He asked the Board to review the dates and to address any conflicts they have. Mr. Wright stated that he had a scheduling conflict with the March 21st date, the Board agreed to move the March 21st meeting to March 28th.

Mr. Lambert made a motion, seconded by Mr. Wright, to adopt the Meeting Schedule and Agenda Master Calendar for the 2017-2018 academic year, with the March date change as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mr. Lambert, Mrs. Rider, and Mr. Wright. Mrs. Cullens abstained. **Motion carried by unanimous vote. [\(EXHIBIT "A"\)](#)**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introductions

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Kelly Fairfield	Staff Assistant I, Human Resources	Robin Southwell	05/08/17
Karen Lackey	Accounts Payable Specialist	Melissa Lee	05/01/17
Becki Lowery	Employee Benefits Specialist	Robin Southwell	05/01/17
Amy Shepard	Administrative Assistant II, Controller	Melissa Lee	05/01/17

2.2 Employee Retirement Recognition

Mr. Bryan made a motion, seconded by Mrs. Rider, to recognize the retirement of Mrs. Wanita C. Bates for her many years of service to South Florida State College. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mr. Lambert, Mrs. Rider, and Mr. Wright. Mrs. Cullens abstained. **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 staff; full-time career staff; resignations; adjunct faculty, 2017-18, academic year as needed. [\(EXHIBIT "B"\)](#)

5.2 Grant Awards

5.2.1 Carl D. Perkins Postsecondary

Florida Department of Education

\$ 152,062.00

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5.2.2 Carl D. Perkins Rural and Sparsely Populated
Florida Department of Education \$ 101,790.30

**5.2.3 Migrant and Seasonal Farmworkers Career
Development Program**
Florida Department of Education \$ 289,469.00

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summaries through June 2017 and July 2017. [\(EXHIBIT "C"\)](#)

5.3.2 Property Deletions

Approved the deletion of college property as presented. [\(EXHIBIT "D"\)](#)

Mr. Bryan made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.3.2 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mr. Lambert, Mrs. Rider, and Mr. Wright. Mrs. Cullens abstained. **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. [\(EXHIBIT "E"\)](#)

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

8.0 PURCHASING AND OTHER ACTION ITEMS

None

9.0 REPORTS

9.1 Financial Report

Ms. Lee reported on the financial graphs and summary of revenues and expenditures compared to budgeted funds within the Operating Budget for both FY 2016-17 and 2017-18 year-to-date.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$18,332.56** from July 5 through August 9, 2017. Mrs. Bateman shared with the Board that Subway donated sub sandwiches for the Highlands campus and Publix donated sub sandwiches for the Lake Placid, DeSoto, and Hardee campuses for Employee Appreciation lunches during Convocation week. Mrs. Bateman thanked Mr. Backer for attending all of the Employee Appreciation lunches at each of the campuses. Mrs. Bateman shared with the Board up-coming Foundation events: Jacaranda Open House on September 21, which will feature new merchants at the hotel, and the Million Dollar Shoot Out on January 18-20, 2018.

9.3 Grants Development and Federal Relations Report

I. Grants Development Report

Dr. Lynch distributed and reviewed the Grants Development Report dated 8/23/17. Dr. Lynch reported on two proposals in development with the Board, the Project e-Defense and Bridges to the Baccalaureate.

II. Proposals in Development

A. Project e-Defense

Florida's Job Growth Grant Program \$1,200,000 estimated

B. Bridges to the Baccalaureate

National Institute of Health (NIH) \$1,500,000

III. Submitted Grant Proposals

None to report.

IV. Federal Legislative Report

None to report.

Dr. Lynch shared with the Board that SFSC will be submitting for part of the \$85 million Florida Job Growth initiative grant. She presented two proposals to the Board, proposal #1: e-Defense Training Initiative. This proposal focuses on personnel, instructional design- EW test and Evaluation certificate, EW simulation lab equipment, expanded mechatronics equipment and targeted recruitment at Florida Military bases. SFSC would be the first college in the country to have this program, if awarded. Dr. Lynch stated the proposal will be submitted by the end of the month. Proposal #2: Advanced Manufacturing and Production, focuses on personnel, equipment and testing certifications in three areas of manufacturing and production. The three areas of manufacturing and production in the proposal are millwright, welding and automated logistics. Dr. Lynch stated that she is still waiting on more information for this Proposal.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Shared that fall term enrollment was up by approximately 5% over last fall.
2. Commended the Lady Panther volleyball team for an exciting home opener, beating Eastern Florida State College 3-2.
3. Recognized graduates in Radiography, Fire Science, Practical Nursing, Paramedic, and Basic Corrections. Dr. Leitzel thanked the Trustees who attended these ceremonies.
4. Shared highlights from August 14 Convocation, including special guest, Gabrielle Bosché, America's Millennial Expert, who signed copies of her book for the Trustees.
5. Showed photos of the new Mechatronics Lab. Dean Erik Christensen talked about his recent trip to Berlin to attend Siemens training. As a result of Dean Christensen's visit, SFSC is the first Florida college to offer Siemens Certified Mechatronics training at Levels One and Two.
6. Announced that Corporate and Continuing Education division relocated to the University Center to make room for the new Mechatronics Lab in Building T, which will unofficially be called the Center for Advanced Manufacturing. College officials

are working with the Foundation to identify a potential donor for the permanent naming of this facility.

7. Highly commended the SFSC Nursing program, including Dean of Health Sciences, Director of Nursing and the nursing faculty, for achieving a 100% first time NCLEX pass rate from the June graduating class. All 34 students passed on the first attempt. This was a first for SFSC to achieve 100% of the students passing on their first attempt.
8. Shared that he and Dr. Valentine met with Representative Ben Albritton to discuss projects on which Representative Albritton could advocate in the House as the legislative session begins in January.
9. Announced the completion of the SACSCOC 5th Year Report. He commended Dr. Valentine, the Deans, and Dr. van der Kaay for their outstanding and dedicated efforts leading to the completion of a comprehensive 5th year report. The report will be sent to SACSCOC by September 15.
10. Announced that SFSC will continue to work with Silver Palm Consulting, the firm that will advocate for SFSC in the upcoming legislative session. Funding for the endeavor is provided by the SFSC Foundation.

9.5 Board Attorney's Report

Mrs. Karlson informed the Board about a program that the Highlands County Sheriff's Office is coordinating called Citizens Academy. The program is designed to educate community leaders about daily law enforcement duties and different scenarios law enforcement officers deal with every day. Mr. Karlson and Dr. Leitzel are participating in the initial first group of this program.

9.6 Board Members' Reports

Mr. Bryan stated no report.

Mr. Lambert stated no report and congratulated Mrs. Bates on her retirement.

Mr. Wright stated no report.

Mrs. Cullens stated no report.

Mrs. Rider thanked Dr. Leitzel, Mr. Little, Mrs. Bateman, and Ms. Garren for attending the funeral service of Mrs. Anne Reynolds, former SFSC Trustee that was held Saturday, August 19, 2017 in Lake Placid, FL.

9.7 Board Chair Report

Mr. Backer thanked and stated he appreciates everyone who was able to attend the District Board of Trustees meeting today.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:34 p.m.