

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DECEMBER 6, 2017**

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

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
Mr. Steve Ashworth	Dr. Deborah Fuschetti	Dr. Robert Flores
Ms. Cindy Garren	Mr. Junior Gray	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Ms. Melissa Lee	Mr. Glenn Little
Dr. Lindsay Lynch	Mr. Lynn MacNeill	Dr. Deborah Milliken
Mr. Richard Shepard	Dr. Sidney Valentine	Dr. Chris van der Kaay
Mrs. Mary von Merveldt	Mrs. June Weyrauch	Dr. Tim Wise

Others Present: Mrs. Barbara Kirschner Mr. Mark Valero

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. Tim Backer.

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 December 6, 2017 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.**

1.2 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 October 25, 2017 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. Puckorius asked that the Foundation Gala on April 26 be added to the Agenda Master Calendar.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introductions

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Melissa Kuehnle	Director, Institutional Communications	Tom Leitzel	11/13/17
Michelle Stephens	Library Assistant II, Circulation	Lena Phelps	09/01/17

Dr. Leitzel introduced and gave a brief background on Mrs. Melissa Kuehnle to the Board.

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Florida Blue Scholarship Presentation

Dr. Leitzel introduced Mrs. Jamie Bateman who stated that the 24 college students received scholarships from Florida Blue in the amount of \$10, 696 for nursing, EMS, radiography, and dental students. Mrs. Bateman also shared that the \$10,696 was matched by a local match partner bringing the total to **\$21,392**. The students were brought forward to receive their scholarship from Mrs. Tami Cullens, SFSC Trustee and a member of the Florida College System Foundation Board and Mrs. Jamie Bateman, Executive Director for Institutional Advancement for the SFSC Foundation.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, full-time faculty; full-time professional staff; full-time career staff; resignations; adjunct faculty, 2017-18, academic year as needed. [\(EXHIBIT "A"\)](#)

5.2 Agreements and Contracts

5.2.1 Approved the new affiliation agreement with Highlands County Sheriff's Office as presented. [\(EXHIBIT "B"\)](#)

5.2.2 Approved the agreement with CareerSource Heartland as presented. [\(EXHIBIT "C"\)](#)

5.3 Grant Awards

5.3.1 Health Sciences Integrated Healthcare Training Initiative

Highlands County Health Facilities Authority \$ 15,000

5.3.2 From Orange Juice to Olive Oil

USDA Specialty Crop Research Initiative \$ 150,000
Sub-Award through Florida Department of Agriculture

5.3.3 Energizing the Arts

Duke Energy Foundation \$ 6,700

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

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

5.4.2 Property Deletion

Approved the deletion of College property as presented.

[\(EXHIBIT "E"\)](#)

Mr. Bryan asked for an explanation of item 5.2.1 of the Consent Agenda. Dr. Leitzel and Dr. Valentine explained what the new affiliation agreement entails.

Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to approve the Consent Agenda, Items 5.1 through 5.4.2 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.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Valentine introduced the curriculum proposals. [\(EXHIBIT "F"\)](#)

Dr. Valentine shared that he and Dr. Leitzel just returned from the SACSCOC Annual Meeting held in Dallas, Texas. He gave a brief description of some of the meetings that he attended.

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, 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 Mission Statement Affirmation

The Board reviewed the current SFSC Mission Statement. No changes were recommended. [\(EXHIBIT "G"\)](#)

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to affirm the SFSC Mission 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 Strategic Plan Approval

Dr. Leitzel presented the South Florida State College Strategic Plan 2018-2022 for approval. [\(EXHIBIT "H"\)](#)

Mr. Wright made a motion, seconded by Mrs. Puckorius, to approve the South Florida State College Strategic Plan 2018-2022 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 summary of revenues and expenditures compared to budgeted funds within the Operating Budget through October 2017.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$274,047.63** from October 10 through November 14, 2017. Mrs. Bateman informed the Board that she could not include the proceeds from the Lake June property in this report. Mrs. Bateman reported that the Foundation exceeded its goal of \$5,000 for the first Giving Tuesday event. She announced that the Foundation Christmas luncheon will be held tomorrow, December 7 at the Hotel Jacaranda and that the Foundation will have 169 attendees. She shared that the Foundation is still advertising and receiving sponsorships for the Million Dollar Golf Shoot-Out. Mrs. Bateman reported that the Foundation Board approved the updates to the by-laws. Mrs. Bateman announced that the Foundation is continuing to grow the number of recipients of the Foundation Newsletter.

9.3 Grants Development and Federal Relations Report

I. **Grants Development Report**

Dr. Lynch distributed and reviewed the Grants Development Report dated 12/6/17. Dr. Lynch reported on submitted proposals and proposals in development. Dr. Lynch shared grant matrix handouts with the Board. Dr. Lynch gave a brief presentation highlighting the From Orange Juice to Olive Oil grant with the Board.

II. **Proposals in Development**

A. **Advanced Manufacturing and Machining Education Program**

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

B. **Developing Undergraduate Research Opportunities**

National Science Foundation TBD

C. **Project e-DEFENSE**

Office of Naval Research TBD

III. **Submitted Grant Proposals**

A. **Matinee Series Advertising**

Highlands County Tourist Development Council \$2,300

IV. **Federal Legislative Report**

None to report.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Shared the "Year In Review" video. Thanked Ms. Sharon Jones for her work on the graphics of the video.
2. Congratulated Mr. Wright on his reappointment to the District Board of Trustees by Governor Rick Scott. Thanked Governor Scott.

3. Shared that he and Mr. Lambert had a meeting with Senator Denise Grimsley to discuss the FCS Legislative priorities.
4. Updated and highlighted events from the AFC Annual Conference and SFSC recognitions.
5. Announced that SFSC Cross Country team went to Nationals in Iowa.
6. Thanked Dean Christensen for his work with on the Veterans Day program hosted at SFSC on November 10.
7. Legislative Update – COP recommended to add the FCS to the Constitutional Amendments with the language: “to have the FCS placed in the constitution in a manner that preserves local authority”.
8. Thanked Dr. van der Kaay and others for their work on the Aspen Prize application.
9. Announced the ACCT (NLS) will be held in Washington, D.C., February 11-14.
10. Shared SFSC Holiday video.

9.5 Board Attorney’s Report

Mrs. Karlson reported that she is researching and working on the current procedure pertaining to Freedom of Speech. Mrs. Karlson does not have the report to share but will keep the Board updated on her research. She wished everyone a Happy Holiday.

9.6 Board Members’ Reports

Mrs. Puckorius stated it is wonderful to be back and thanked everyone for the well wishes.

Mr. Bryan wished everyone a Merry Christmas.

Dr. Kirschner wished everyone a Merry Christmas.

Mr. Lambert wished everyone a Merry Christmas.

Mr. Wright reported on his reappointment interview with Governor Rick Scott.

Mrs. Cullens wished everyone a Merry Christmas. She shared is looking forward to Fall Commencement. Mrs. Cullens stated that she enjoyed presenting scholarships to the students today and this is what makes being a Trustee great.

Mrs. Rider wished everyone a Merry Christmas. She stated how wonderful it is to serve on the Board and is looking forward to Fall Commencement.

9.7 Board Chair Report

Mr. Backer reported on the response letter that Dr. Leitzel prepared for Governor Scott. Mr. Backer asked to keep Mr. Lambert in prayers for an up-coming medical procedure. He wished everyone a Merry Christmas.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:20 p.m.