

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FEBRUARY 21, 2018**

Members Present: Mr. Tim Backer, Chair
Mr. Derren Bryan
Mrs. Tami Cullens, Vice Chair
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

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
Dr. Robert Flores	Dr. Deborah Fuschetti	Ms. Cindy Garren
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Dr. Michele Heston
Ms. Melissa Lee	Mr. Glenn Little	Dr. Lindsay Lynch
Mrs. Deborah Latter	Ms. Theresa Lethbridge	Mr. Lynn MacNeill
Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch
Mrs. Leah Sauls	Ms. Vickie Brown	Ms. Ellen Austra
Ms. Jennifer Tollison	Mr. Robert Frank	Ms. Angie Otero
Mrs. Lauren Earley	Mr. Benjamin Carter, Jr.	

Excused: Dr. Timothy Wise

Others Present: Mrs. Barbara Kirschner

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 Mr. Wright, to adopt the agenda of the regular meeting held February 21, 2018 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

Mrs. Rider made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held January 24, 2018 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. No changes were recommended.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introductions

Employee	Position	Supervisor	Hired
Ellen Austrera	Staff Assistant I, Lake Placid Center	Jennifer Tollison	11/01/17
Vickie Brown	Program Specialist, Panther Youth Partners	Leah Sauls	10/16/17
Robert Frank	Lead Instructor, Engineering	Erik Christensen	11/15/17
Theresa Lethbridge	Coordinator, Clinical Experience & Nursing Lab	Mary von Merveldt	11/01/17
Angie Otero	Staff Assistant I, Student Services	Deborah Fuschetti	10/02/17

Ms. Mary Ellen Powrie, Nursing Instructor was unable to attend Board meeting due to nursing clinicals.

2.2 Employee Retirement Recognition

Employee	Position	Dates of Service
Benjamin Carter Jr.	Director, Outreach and Academic Support	12/09/96-06/30/03; 08/01/07-02/28/18

Mrs. Cullens made a motion, seconded by Mr. Wright, to recognize the retirement of Mr. Benjamin Carter, Jr. 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, Dr. Kirschner, Mr. Lambert, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Panther Youth Partners Update

Mrs. Leah Sauls presented Panther Youth Partners Annual Program Update 2017-2018. She gave a brief background on Panther Youth Partners to the Board.

Mrs. Sauls introduced her Panther Youth Partners team and shared which campus they covered. Mrs. Sauls presented the program overview, program goal, enrollment goal, active participant performance, and exited participant outcomes. She shared four student success stories with the Board.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of resignations; reappointments, Vice Presidents, 2018-19; and adjunct faculty 2017-18, academic year as needed.

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

5.2 Agreements and Contracts

5.2.1 Approved the new agreement with American Heart Association as presented.

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

5.2.2 Approved the renewal agreement with CareerSource Heartland as presented.

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

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for month of January 2018.

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

5.3.2 Property Deletion and Disposal

Approved the deletion of College property as presented.

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

Mr. Lambert made a motion, seconded by Mr. Bryan, 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, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

6.1 Policy Development

6.1.1 Policy 5.22 Work Schedules

Dr. Leitzel presented for the proposed changes to Policy 5.22 Work Schedules, which was previously tabled.

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

Mrs. Cullens made a motion, seconded by Mrs. Rider, to approve the revisions to current Policy 5.22 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.**

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

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

Mrs. Puckorius made a motion, seconded by Mr. Wright, 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 Award of Bid for Re-Roofing Project at the Crews Center

Mr. Little shared that SFSC did an invitation to bid for a re-roofing project at the Crews Center. He gave a brief description of the damage that was sustained during Hurricane Irma and shared what was included in the invitation to bid to fix the roof. Mr. Little gave a brief background on the company that is recommended to be awarded the project based on the bid tabulations that were submitted. Mr. Little shared with the Board that he has been working with FEMA. Mr. Little addressed several questions from Trustee Bryan.

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to award ITB 18-01 Crews Center Overlay Re-Roofing and Misc. Repairs to Barber & Associates, Inc. for \$88,422 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 January 2018. ([EXHIBIT "H"](#))

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$3,601.00** from January 10 through February 9, 2018. Mrs. Bateman announced the Jacaranda and Shopkeepers Reveal is next Thursday, March 1. She gave a brief description of the event to the Board. Mrs. Bateman shared the Heartland Living ad on the Million Dollar Golf Shoot Out. She also reported on College For A Day scholarship recipients. Mrs. Bateman reported TSIC Leadership Council has awarded 27 scholarships. She shared there is a potential of buying 10 additional scholarships in the fall based on pledge access funds that we can get from Florida Prepaid, which we will not know until May/June. They have chosen 10 students from the list of applicants, but will not make an award until the fall. Mrs. Bateman reported that the Foundation Gala committee has met and preparations have started for the upcoming Foundation Gala, Thursday, April 26 at 6pm, Island View Restaurant at Sun'N Lake. She will have more details to come as they become available. Mrs. Bateman shared that the Foundation Board members have been busy with Cookie Calls and had 16 potential friends to visit on February 14 and 15. She shared some have been involved with the college in the

past and others are new. College packets were given to these individuals along with invitations to come to the college or meet for a lunch to learn more. Mrs. Bateman reported that the Foundation Board is currently interviewing for a Foundation Board attorney. The Foundation Board is seeking to hire legal representation to assist with contracts, lease agreements, planned gifts/bequests/land donations, naming opportunities, articles of incorporations, review of bylaws, and to assist with closings on property, estates, wills and trusts.

9.3 Resource Development

I. **Grants Development Report**

Dr. Lynch distributed and reviewed the Grants Development Report dated 2/21/18. Dr. Lynch gave an update on the Orange Juice to Olive Oil project. All prep for the project with Kahn Grove is finished. Hardee County has hired Mr. Miles Albritton to manage their olive groves. She stated that we should have trees in the ground soon and Mr. Albritton is working with the college.

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. **Performing Arts in Rural Florida**

Visit Florida – Cultural, Heritage, Rural, and Nature Tourism Grant Program \$5,000

B. **Pygmy Fringe Tree Festival at MOFAC**

Visit Florida – Cultural, Heritage, Rural, and Nature Tourism Grant Program \$2,000

IV. **Federal Legislative Report**

Provided in President's Report.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Shared Mr. Backer, Mr. Bryan, and Dr. Kirschner are in the reappointment loop as Trustees. He also shared that Keaton Alexander is working on Mrs. Puckorious' reappointment.
2. Shared highlights from January 2018: College For A Day; support of local Chamber banquets; SFSC Baseball – Top 10 Coach's Choice; SFSC Brain Bowl going to nationals.
3. Commended Mrs. Asena Mott and staff on another successful Rio de la Paz Festival event.
4. Shared the ACEN site visit was January 30 – February 1. Dr. Leitzel thanked Chairman Backer for attending the public forum. Dr. Valentine reported on behalf

of Dr. Heston that the site visit went well. They only had three comments to address. There were no recommendations. Dr. Valentine gave a brief overview of the nursing program to the Board. Mr. Backer stated the he received good reports from the community at the public forum portion of the site visit.

5. Announced SFSC is ranked number eleven in Florida's Best RN programs.
6. Shared update on the Aspen Institute Prize Top 150. Dr. Leitzel announced that we had an interview phone call with Aspen. He then asked Dr. van der Kaay to highlight the completion rate data. Dr. van der Kaay shared the completion data will be performance based. He shared that SFSC is ranked third in the FCS.
7. Shared with Board FCS Performance Dashboard with a special recognition for SFSC Nursing Bachelor degree starting salaries at \$84,000 (second highest in FCS).
8. Local Update- Parkway Project: Mr. Little reported on the Highlands County Board of County Commissioners meeting. He gave a description of the Parkway Project Phase III to the Board. Mr. Little stated that the County Administrator recommended the project goes forward with County staff to complete the project. Mr. Little stated that federal updates for environmental issues are the only changes to the project and the completion date is set for December 2019.
9. Provided information on special op-ed from Mr. Mark Wilson, statement of support for the FCS.
10. Federal Update: Dr. Leitzel and Mrs. Rider attend the 2018 National Legislative Summit in Washington, DC; main issues discussed were as follows: Pell, short term Pell program funding, Perkins, workforce, development, and apprenticeships. Dr. Leitzel handed out an ACCT NLS Recap to the Board.
11. Shared information and a brief overview from Labor Secretary Alexander Acosta.
12. Shared that he and Mrs. Rider met with Mr. Frank Brogan, Assistant Secretary of Education (pending confirmation).
13. Other news: Rep. Tom Rooney is not seeking re-election to a sixth term.
14. Announced that SFSC will be hosting a Leadercast event at all campus locations on May 4. Dr. Valentine gave a brief background on Leadercast and how the event will run on May 4.

9.5 Board Attorney's Report

Mrs. Karlson reported that she has reviewed seven SFSC policies along with seven related procedures pertaining to Freedom of Speech. She shared that she along with Dr. Leitzel and Mr. Little attended a Freedom of Speech webinar. Mrs. Karlson gave a brief overview of what all Freedom of Speech covers. She stated that she has several recommendations and amendments to SFSC policies and procedures. Mrs. Karlson stated that she will continue her research and work on the college policies in conjunction with administration before presenting to the Board.

9.6 Board Members' Reports

Mrs. Puckorius broached the topic of alcohol being served on a limited basis at certain college functions. She highlighted a portion of research that Mrs. Karlson, Board Attorney provided in May 2017. Mr. Wright and Mr. Lambert stated that they were not prepared to discuss this topic without reviewing the documentation again. They along with Mr. Bryan preferred to have this discussion at a later date to allow

time to review the documentation. The Board asked Dr. Leitzel to work with Mrs. Karlson to develop a framework of her research for Board discussion at a later date. They will provide the framework to Chairman Backer for review prior to discussion of the full Board.

Mr. Bryan stated no report.

Mr. Lambert shared how great the Amazing Grace performance was.

Mr. Wright stated no report

Dr. Kirschner stated no report.

Mrs. Cullens thanked SFSC for the nursing education provided as she recently experienced their skills firsthand.

Mrs. Kris Rider stated that Amazing Grace was outstanding. She shared that she and Dr. Leitzel had a good trip to Washington, DC for the ACCT conference.

9.7 Board Chair Report

Mr. Backer congratulated Mrs. Garren and the theatre on all the sold out shows.

10.0 ADJOURNMENT

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