

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JULY 18, 2018**

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

Excused: Mr. Derren Bryan Dr. Louis H. Kirschner Mr. Joe Wright

Staff Present: Mrs. Jamie Bateman Mrs. Ashley Bennett Ms. Cindy Garren
Dr. Michele Heston Mr. Don Kesterson Ms. Melissa Lee
Mr. Glenn Little Dr. Lindsay Lynch Dr. Sidney Valentine
Dr. Chris van der Kaay Mrs. June Weyrauch Dr. Tim Wise
Dr. Robert Flores Mrs. Deborah Latter Dr. Michaela Tomova
Mr. Erik Christensen

CALL TO ORDER

At 1:02 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. Lambert, to adopt the agenda of the regular meeting held July 18, 2018 as presented.

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

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Lambert made a motion, seconded by Mrs. Rider, to approve the minutes of the regular meeting held June 27, 2018 as presented.

Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, and Mrs. Rider.

Motion carried by unanimous vote.

1.3 Annual Reorganization of the Board

Following the District Board of Trustees Policy 2.02, **Mr. Backer called for nominations to serve as the 2018-2019 District Board of Trustees Chair. Mrs. Rider nominated Dr. Kirschner. Mrs. Karlson, Board Attorney stated that she had it under good authority that Dr. Kirschner would decline the nomination. Mr. Lambert moved and Mrs. Puckorius seconded the**

nomination of Mrs. Cullens. Mr. Backer asked if there were any other nominations. There being none, Mr. Backer then called for a vote. Those voting in favor of the motion were Mr. Lambert, Mr. Backer, Mrs. Puckorius, and Mrs. Rider. Mrs. Cullens abstained. **Motion carried by unanimous vote.**

Mr. Backer called for nominations to serve as the 2018-2019 District Board of Trustees Vice Chair. Mrs. Cullens nominated Mrs. Puckorius. Mrs. Puckorius declined the nomination. Mr. Lambert moved and Mrs. Rider seconded the nomination of Mr. Wright. Mr. Backer asked if there were any other nominations. There being none, Mr. Backer then called for a vote. Those voting in favor of the motion were Mr. Backer, Mr. Lambert, Mrs. Cullens, Mrs. Rider, and Mrs. Puckorius. **Motion carried by unanimous vote.**

Mr. Backer called for nominations to serve as the 2018-2019 SFSC Foundation Liaison. Mrs. Cullens moved and Mr. Lambert seconded the nomination of Mrs. Puckorius. Mr. Backer asked if there were any other nominations. There being none, Mr. Backer then called for a vote. Those voting in favor of the motion were Mr. Backer, Mr. Lambert, Mrs. Cullens, and Mrs. Rider. Mrs. Puckorius abstained. **Motion carried by unanimous vote.**

Mr. Backer thanked the Board for their support during his chairmanship this past year. Dr. Leitzel thanked Mr. Backer for his work with the Board over the past year and presented him with a personalized plaque. The plaque is engraved inscription: "In recognition of distinguished service, Timothy D. Backer, South Florida State College, District Board of Trustees, Chairman, 2017-2018" At Mrs. Cullens' request, Mr. Backer continued the meeting as Chair.

1.4 Adopting of 2018-2019 Meeting Schedule and Review of Agenda Mater Calendar

The 2018-2019 South Florida State College District Board of Trustees Meeting Schedule and Agenda Master Calendar was reviewed. No changes were recommended.

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to approve the Meeting Schedule and Agenda Master Calendar 2018-2019 academic year as presented. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

(EXHIBIT "A")

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introductions

Employee	Position	Supervisor	Hired
Michaela Tomova	Dean, Arts and Sciences	Sidney Valentine	07/01/18

JULY 18, 2018

Page 3

Dr. Tomova thanked the Board, Administration and faculty for accepting her for her new position as Dean, Arts and Sciences. She shared that she cannot wait to get started and join the community.

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; full time career staff; resignations; adjunct faculty 2018-19, academic year as needed. [\(EXHIBIT "B"\)](#)

5.2 Grant Awards

5.2.1 Performing Arts in Rural Florida

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

5.3 Agreements and Contracts

5.3.1 Approved the renewal of the affiliation agreement between Highlands Regional Medical Center and South Florida State College as presented.

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

5.3.2 Approved the renewal of the agreement between Polk County School Board and South Florida State College as presented. [\(EXHIBIT "D"\)](#)

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Ms. Lee stated the summary information for disbursements of all funds through June 2018 will be provided in the August 2018 District Board of Trustees agenda due to the year-end closing process currently underway.

5.4.2 Property Deletion

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

Mrs. Cullens made a motion, seconded by Mr. Lambert, to approve the Consent Agenda, Items 5.1 through 5.4.2 as presented. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

Dr. Valentine shared with the Board that he received the letter of approval from SACSCOC on SFSC's Fifth Year Interim Report. Dr. Leitzel shared with the Board all the hard work that went into the Fifth Year Interim Report. Dr. Leitzel thanked Dr. Valentine and his team for their outstanding work.

8.0 PURCHASING AND OTHER ACTION ITEMS

None

9.0 REPORTS

9.1 Financial Report

Ms. Lee reported the graphs and summary of revenues and expenditures compared to budgeted funds will be provided in the August 2018 District Board of Trustees agenda due to year-end closing procedures currently underway. Ms. Lee stated that we should finish the year with a 9.75% fund balance. Mr. Little addressed some of the Board's questions. Mrs. Puckorius thanked Mr. Little and team for their work.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$52,735.00** from June 7 through July 3, 2018. Mrs. Bateman shared TSIC recently received notification that for the 2017-18 school year they earned gold status based on an outstanding year of service to students and mentors. She also announced that at the recommendation from Mrs. Backer, the TSIC team was able to coordinate a tour at University of Florida for local students. Mrs. Bateman asked Chairman Backer to please share this news with Mrs. Backer. Mrs. Bateman announced the Hotel Jacaranda has a new tenant, Mrs. Jahna Lynn Barben owner of Tassle's and Threads Boutique. Mrs. Bateman reported that through a matching opportunity with Florida Prepaid the Foundation is offering the First Generation Scholarship to one of our college students who is eligible as a first generation student. They will receive up to sixty credit hours of college tuition. Mrs. Bateman shared a special thanks to Mr. Jerry Donna in the Financial Aid office for his efforts in coordinating the application and process for this scholarship.

9.3 Resource Development

I. Grants Development Report

Dr. Lynch distributed and reviewed the Grants Development Report dated 7/18/18. She gave a brief description of the grants.

II. Proposals in Development

None to report.

III. Submitted Proposals

A. Cultural Programs Funding

Florida Blue Foundation \$ 25,000

B. Cultural Programs ArtWorks Projects

National Endowment for the Arts (NEA) \$ 65,000

C. Decoding the Unique Biodiversity of the Lake Wales Ridge Ecosystem	
National Science Foundation	\$ 50,000
D. Healthy Kids Outreach Project	
Florida College System Foundation	\$ 15,000
E. Adult General Education	
Florida Department of Education	\$ 206, 2223 Highlands \$ 38,500 Hardee
F. Integrated English Literacy and Civics Education	
Florida Department of Education	\$ 43,156 Highlands \$ 38,650 Hardee

9.4 **President's Report**

Dr. Leitzel reported on the following college activities:

1. Update: Performance Funding – He shared on July 9 SFSC received the gold status announcement from Chancellor Pumariega. Dr. Leitzel distributed handouts showing 2018-19 FCS Performance-Based Funding data for SFSC. He shared that SFSC received a 39.64 out of 40 score. Dr. Leitzel asked Dr. van der Kaay to report in detail the performance funding measures. Dr. van der Kaay gave a brief presentation. Dr. Leitzel recommended to the Board, to distribute approximately \$400,000 of the performance funds as a 3% non-recurring salary supplement to all **eligible** full-time employees plus a flat distribution of \$400 to all eligible part-time employees, and to allocate approximately \$200,000 of the performance funds for special identified projects not funded in the FY 19 annual budget.

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

2. Welcomed Dr. Tomova. He stated that we are delighted to have her join the SFSC family.
3. Highlighted SFSC Alums: Kyle and Kerry Thompson; and Elizabeth Tauchen.
4. Shared Dental Assisting Pinning on July 12.
5. Shared "Get Connected" campaign.
6. Announced Convocation is August 13 in the Wildstein Center with special guest speaker Mr. Lee Cockerell this year.
7. Wished Dr. Lynch the best and thanked her for the work she has done at SFSC.
8. Reflected on SFSC's Vision, Mission & Core Values.
9. Thanked Chairman Backer for his work this past year and looking forward to working with Mrs. Cullens as the 2018-19 Chair.

9.5 **Board Attorney's Report**

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Lambert thanked everyone for their work. He thanked Mr. Backer for his service as Board Chair. He wished Dr. Lynch the best and thanked her for her service at SFSC.

Mrs. Rider stated that is a joy and privilege to serve on the Board.

Mrs. Cullens stated she appreciates Mr. Backer for all his work and thanked him. She thanked administration and staff for all their work. She shared how blessed the college is and wish Dr. Lynch the best.

9.7 Board Chair Report

Mr. Backer thanked everyone and he stated he appreciates the support he received this past year.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:28 p.m.