

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JUNE 27, 2018**

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

**Excused:** Dr. Louis H. Kirschner

**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	Ms. Tasha Morales	Mr. Ashtanel Castillo
Mr. Garrett Lee	Ms. Sharon Jones	

**Excused:** Mr. Erik Christensen Mrs. Melissa Kuehnle

**Others Present:** Mrs. Kay MacNeill

**CALL TO ORDER**

At 1:06 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 June 27, 2018 as presented.**

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

**Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Budget Workshop Minutes**

**Mr. Wright made a motion, seconded by Mrs. Puckorius, to approve the minutes of the budget workshop meeting held May 23, 2018 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.2.2 Regular Meeting Minutes**

**Mr. Wright made a motion, seconded by Mr. Bryan, to approve the minutes of the regular meeting held May 23, 2018 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, 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. Dr. Leitzel brought to the Board's attention some potential schedule conflicts. Dr. Leitzel shared a personal conflict with the September 26 meeting as he received an invitation from SACSCOC to serve on a substantive change committee and visit Abraham Baldwin Agricultural College. He asked for the Board's approval to attend before replying to SACSCOC. The Board unanimously agreed that Dr. Leitzel should attend this trip. The September 26 meeting will be rescheduled for September 19. Dr. Leitzel thanked the Board for working with his schedule. The October 24 meeting conflicts with the ACCT Leadership Congress conference in New York City. The Board agreed to reschedule the October 24 meeting to October 31. No further changes were made to the calendar.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introductions**

Employee	Position	Supervisor	Hired
Ashtanel Castillo	Coordinator, Student and Academic Success	Tasha Morales	03/05/18
Garrett Lee	Coordinator, Engineering	Robert Frank	03/01/18

**2.2 Employee Retirement Recognition**

**Mr. Lambert made a motion, seconded by Mrs. Puckorius, to recognize the retirement of Lynn MacNeill 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. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mr. MacNeill addressed the Board about his time here at the college. He thanked everyone and the college for all the lasting memories that he has.

**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 2017-18 and 2018-19, academic year as needed. [\(EXHIBIT "A"\)](#)

**5.2 Grant Awards**

**5.2.1 Healthy Smiles for Highlands County**

Highlands County Health Services \$17,000

**5.2.2 Regional Touring Grant – Hotlanta Dixieland**

SouthArts \$2,059

**5.3 Agreements and Contracts**

**5.3.1** Approved the renewal of lease agreement between Tri-County Human Services, Inc. and South Florida State College for Addictions and Dual Disorders as presented. [\(EXHIBIT "B"\)](#)

**5.3.2** Approved the renewal of the training agreement between CareerSource Polk and South Florida State College as presented. [\(EXHIBIT "C"\)](#)

**5.4 Operational Actions**

**5.4.1 Monthly Accounts Payable/Payroll Check Register**

Approved the monthly accounts payable/monthly payroll check registers and summary for month of May 2018. [\(EXHIBIT "D"\)](#)

**5.4.2 Property Deletion**

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

**Mrs. Cullens made a motion, seconded by Mrs. Puckorius, 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, 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 presented the curriculum proposals. [\(EXHIBIT "F"\)](#)

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

Dr. Valentine shared with the Board that he received a verbal approval from SACSCOC on SFSC's Fifth Year Interim Report.

## 8.0 PURCHASING AND OTHER ACTION ITEMS

### 8.1 Recertification of Direct Support Organization

Mrs. Bateman presented a request to accept the SFSC Foundation 2017 Independent Audit and IRS Form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a Direct Support Organization (DSO) for the 2018-2019 year.

*(EXHIBIT "G")*

**Mrs. Rider made a motion, seconded by Mrs. Cullens, to accept the 2017 independent audit and IRS form 990 and to reauthorize the SFSFC Foundation, Inc. to work on behalf of the College as a direct support organization in support of the College's Vision and Mission, utilizing support from the College as presented for the 2018-2019 fiscal year.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

### 8.2 Educational Plant Survey

Mr. Little gave brief report on the Educational Plant Survey that is required every five years. Educational Plant Survey binders were distributed to the Board. Mr. Little stated that after the survey is approved, it can be modified at any time and resubmitted for approval should the need for facilities space grow significantly.

*(EXHIBIT "H")*

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

### 8.3 Capital Improvement Program (CIP)

Mr. Little presented a request to approve the Capital Improvement Program Plans for 2019-20 through 2023-24 and submission to the Division of Florida Colleges. Mr. Little informed the Board that the CIP is based on information reported in the Educational Plant Survey. He gave a brief description of the CIP assessment and the needs of the college. Mr. Wright questioned renovations to swimming pool and it being ranked last on the CIP listing. Mr. Little addressed Mr. Wright's concerns.

**Mr. Wright made a motion, seconded by Mrs. Puckorius, to approve the Capital Improvement Program Plans for 2019-20 through 2023-24 and submission to the Division of Florida Colleges as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.** (Mrs. Cullens had to leave the meeting prior to the 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 May 2018. [\(EXHIBIT "I"\)](#)

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$36,002.73** from May 9 through June 6, 2018. Mrs. Bateman shared some highlights from TSIC Mentor Appreciation night. She announced that in the month of July TSIC will be sending out flyers and pledge cards to alumni and local businesses to help generate donations to the program and increase mentorships. She informed the Board that a new planned giving brochure is being created with the help of the Marketing department. The brochure will be delivered to local attorney and estate planning offices to encourage people to remember SFSC when planning their wills or trusts. Mrs. Bateman reported that the Alumni Networking Luncheons have grown and by popular demand will be hosted in DeSoto the first Friday of the month, Hardee the third Friday of the month, and Highlands the last Friday of the month. She also shared information about the SFSC Retiree Luncheons. Mrs. Bateman reported that she was invited to speak at the Lake Placid morning rotary club. She shared about our planned giving opportunities and the college support efforts.

### 9.3 Resource Development

#### I. Grants Development Report

Dr. Lynch distributed and reviewed the Grants Development Report dated 6/27/18. She gave a brief description of the grants. Dr. Lynch shared that she is working hard to get as many grants out for SFSC as time allows before she leaves for her new job at University of Florida at the end of July.

#### II. Proposals in Development

##### A. Healthy Kids Outreach Project

Florida College System Foundation \$ 15,000

##### B. Adult General Education

Florida Department of Education \$ 206,223 (Highlands)  
\$ 38,500 (Hardee)

##### C. Integrated English Literacy and Civics Education

Florida Department of Education \$ 43,156 (Highlands)  
\$ 38,650 (Hardee)

##### D. Cultural Programs Funding

Florida Blue Foundation \$ 25,000

##### E. Cultural Programs ArtWorks Projects

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

**F. Decoding the Unique Biodiversity of the Lake Wales Ridge Ecosystem**

National Science Foundation \$ 50,000

**III. Submitted Proposals**

**A. Great Performances in Florida's Heartland**

Florida Division of Cultural Affairs \$ 90,000

**B. Project e-DEFENSE**

Office of Naval Research (ONR) Navy and Marine Corps Science,  
Technology, Engineering, Mathematics (STEM) Education and  
Workforce Program Up to \$ 250,000 for 3 years

**IV. Federal Legislative Report**

No report.

**9.4 President's Report**

Dr. Leitzel reported on the following college activities:

1. Reported we have not received any performance funding reports yet. We could possibly know something in 3-4 weeks.
2. Shared property considerations for DeSoto Campus. Dr. Leitzel asked Mr. Little to report on this consideration. Mr. Little gave a brief description on the property. He shared that Mrs. Karlson has been working with him on this matter. After hearing Mr. Little's report the Board unanimously agreed to enter formal discussions involving a potential land swap.
3. Shared highlights from the Leader Team Advance held on June 4-5.
4. Highlighted the Florida Chamber "Learners to Earners" conference that he recently attended on June 11-13. He shared a video from that conference along with a video from the Florida College System titled Who Are We.
5. Update: Constitutional Revisions – He shared the ballot summary for Amendment 7.
6. Shared the Reunification Plan: SFSC is working with The School Board of Highlands County as a relocation center should an incident occur at area schools. Dr. Leitzel stated that we are in the early stages of planning and there will be follow up meetings.
7. Announced that SFSC recently had a dental site visit from the Commission on Dental Accreditation and we received zero recommendations.
8. Highlighted Graduations: 22 Law Enforcement Grads on June 14 and 35 ADN Grads on June 18.
9. Shared we have some BSEE students at NASA as part of Minority University Research and Education Project. SFSC was one of eight institutions from across the country participating in the program this year.

10. Recognized Ms. Elizabeth Tauchen, SFSC Alumni who was recently crowned Florida Cattlemen's Association Sweetheart.
11. Reported on letters to Congressman Rooney pertaining to the reauthorization of Higher Ed. Act (PROSPER) and supporting DACA. He shared that the reauthorization of Higher Ed. Act failed the first full attempt.
12. Thanked the Board for their support for the recent five years.

**9.5 Board Attorney's Report**

Mrs. Karlson stated no report.

**9.6 Board Members' Reports**

Mrs. Puckorius asked if we had an update on the progress of the Parkway. Mr. Little addressed her question.

Mr. Bryan shared that he was glad that he received a text from Mr. Lambert that he was planning to attend today's DBOT meeting. He shared that Dr. Valentine assisted him with some draft language last week prior to a meeting in Hardee County. Mr. Bryan thanked Dr. Valentine for his help.

Mr. Lambert stated no report. He thanked everyone for their support and he is glad to be back.

Mr. Wright stated that he was glad to have Mr. Lambert back sitting next to him.

Mrs. Rider shared the same sentiment as Mr. Wright of having Mr. Lambert back.

**9.7 Board Chair Report**

Mr. Backer wished Mrs. Weyrauch a Happy Birthday. He shared he also was happy to see Mr. Lambert back.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:58 p.m.