

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
AUGUST 22, 2018**

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

**Staff Present:**

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Ms. Cindy Garren
Dr. Michele Heston	Mr. Don Kesterson	Ms. Melissa Lee
Mr. Glenn Little	Mrs. Melissa Kuehnle	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	Mrs. Winnie Salmon	Mrs. Tina Gottus
Mrs. Sari Crews	Mrs. Amy Ferrante	

**Others Present:** Mrs. Barbara Kirschner

**CALL TO ORDER**

The regular meeting of the District Board of Trustees was called to order at 1:05 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mrs. Tami Cullens.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mrs. Rider made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held August 22, 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**

**Mr. Lambert made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held July 18, 2018 with name corrections 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. Dr. Leitzel shared with the Board that the Trustees Commission Annual Conference/AFC Annual Meeting Conference is on November 7-9 in Orlando and will be added to the master calendar.

Mrs. Cullens added that this is the day after Election Day. Mr. Wright asked that the fall and spring commencement dates be added to the calendar.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introductions**

Employee	Position	Supervisor	Hired
Sari Crews	Business Development Specialist, Corporate and Community Education	Tina Gottus	05/01/18
Amy Ferrante	Instructor, Radiography	Junior Gray	05/01/18

**2.2 Employee Retirement Recognition**

Employee	Position	Dates of Service
Winnie Salmon	Administrative Assistant II, Advising & Counseling	9/27/99 - 6/30/03; 5/01/06 - 8/31/18

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to recognize the retirement of Mrs. Winnie Salmon for her 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. Puckorius, Mrs. Rider, and Mr. Wright.  
**Motion carried by unanimous vote.**

Mrs. Salmon stated it has been a pleasure to work with faculty, staff, and especially the students at SFSC over the years. She shared she will miss working with the students the most.

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

**5.2 Grant Awards**

**5.2.1 Carl D. Perkins Career Technical Education Postsecondary**

Florida Department of Education \$ 176,782

**5.2.2 Carl D. Perkins, Rural and Sparsely Populated**

Florida Department of Education \$ 101,496.50

**5.3 Agreements and Contracts**

**5.3.1** Approved the renewal of the contract agreement between Sunshine Staffing of Highlands County, Inc. and South Florida State College as presented.

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

**5.3.2** Approved the renewal of the dual enrollment agreement between Parkview Prep Academy and South Florida State College as presented.

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

**5.3.3** Approved the new articulation agreement between Florida Polytechnic University and South Florida State College as presented.

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

**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 all funds through June 2018 and for the month of July 2018.

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

**5.4.2 Property Deletion**

Approved the deletion of College property as presented.

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

**Mr. Lambert made a motion, seconded by Mr. Backer, 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**

None

**8.0 PURCHASING AND OTHER ACTION ITEMS**

Following a question from Mr. Backer, Mr. Little addressed Board questions pertaining to the theft of the semi-truck at the Crews Center. Mr. Little stated that the Highlands County Sheriff's Office is still following up on the theft. The Sheriff's Office stated that the case is not closed.

**9.0 REPORTS**

**9.1 Financial Report**

Ms. Lee reported on the financial graphs and a summary of revenue and expenditures for FY 2017-18 and through the month of July 2018. Ms. Lee addressed the Board's questions pertaining to scholarships. [\(EXHIBIT "G"\)](#)

**9.2 Foundation Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$11,976.18** from July 4 through August 7, 2018. Mrs. Bateman announced that two orientations have been completed for mentors in TSIC, there are currently eighty-eight mentors signed up. TSIC needs forty-four more mentors. They currently have one hundred thirty-two students signed on. Mrs. Bateman reported last month that the new Planned Giving brochure was created, she distributed to the Board the new brochure. Mrs. Bateman shared the Foundation had three planned gifts given to the Foundation this summer. Two planned gifts were from people whose names were given to the Foundation as potential donors. The third came through a local attorney's office. The estimated total for the three gifts is a minimum of \$400,000 but the Foundation will not know until the official paperwork has been delivered. Mrs. Bateman thanked the Board for their support and the Foundation will continue to work with the Board in the near future to develop another list of potential donors. Mrs. Bateman shared that SFSC employees won prizes in a drawing after submitting completed donation forms to the SFSC Foundation. These prizes were donated by some of our donors. She stated at each campus during Convocation week, the Foundation offered pledges and asked employees to support the Foundation. With this, the Foundation saw an increase in pledges. Mrs. Bateman shared with the Board that Subway and Publix graciously sponsored the lunches during Convocation week at all the campuses and the Foundation sponsored the new employee luncheon. Mrs. Bateman addressed questions from the Board.

**9.3 Resource Development**

**I. Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 8/22/18. He gave a brief description of the grants.

**II. Proposals in Development**

None to report.

**III. Submitted Proposals**

**A. Art Works**

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

**B. Jobs for Regional Advancement: Three Approaches to Prosperity**

Florida's Job Growth Grant Program \$ 2,296,895

#### **9.4 President's Report**

Dr. Leitzel reported on the following college activities:

1. Stated he appreciates all the SFSC faculty and staff members and their continuous hard work.
2. Shared welcoming back new students on August 20. Dr. Leitzel stated he appreciates Dr. Wise and team for their work in student services.
3. Highlighted Enrollment: End of Year enrollment is up 5.28%; summer enrollment is up 5.4%; and fall enrollment is currently up.
4. Reflected on Convocation: thanked Mrs. Cullens for the Trustee welcome; guest speaker Mr. Lee Cockerell; and employee service award milestones.
5. Shared Graduations/Pinnings: Eleven Rad Tech students on July 19; and twenty-eight LPN students on July 26.
6. Shared and thanked Mr. Randy Surbar with Florida Hospital for their generous donation that will fund a faculty position in the nursing department.
7. Highlighted: as of August 21 the new NCLEX pass rate is 31/35 students, that is 89%. ACEN benchmark is 80% and national average is 84%; received a formal letter from ACEN for the maximum eight year approval. Dr. Leitzel congratulated the nursing faculty and administrators.
8. Parkway Update: Dr. Leitzel shared that SFSC has been working with the County. Dr. Leitzel asked Mr. Little to give the Board a brief update from the meeting that was held on August 1 with the County. Mr. Little gave a brief update on the meeting's discussion topics. He stated that he was very pleased with the discussion and the communication efforts that are being made by the County.
9. Shared handouts with Board on the language that will be on the ballot for Amendment 7.
10. Reflected on Performance Indicators: Dr. Leitzel distributed to the Board FCS comparison sheets and highlighted SFSC's performance. He thanked everyone for their hard work. Mr. Wright shared that he has seen creative changes. He stated that he would like the informal reasons of to how SFSC was able to obtain another gold status. Dr. Leitzel addressed Mr. Wright's question.

#### **9.5 Board Attorney's Report**

Mrs. Karlson asked the Board to think about if they would like to change the five question evaluation of Dr. Leitzel's performance. Mrs. Cullens asked if the Board would be interested in a survey monkey instead of hand-writing the evaluation. Mrs. Karlson stated she could share a survey monkey questionnaire that Santa Fe uses with the Board. Mrs. Cullens also suggested that the Board review the evaluation questions. Mr. Wright agreed with Mrs. Cullens and asked that the questionnaire be sent to the Board for their review and to consider additional questions or changes. Several members had no problems with the current process and the current instrument. Mrs. Karlson stated that she will send the questionnaire to the Board for their review and she is available for any discussions they would like to have pertaining to the evaluation.

#### **9.6 Board Members' Reports**

Mrs. Puckorius stated no report.

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Mr. Backer thanked everyone for their cards and prayers on the passing of his mother.

Dr. Kirschner gave the Backer family his condolences. He stated that it is great to be back from his trip to Poland.

Mr. Lambert extended his condolences to Mr. Backer and his family.

Mrs. Rider stated that it is great to be here today and gave her condolences to Mr. Backer and his family.

Mr. Wright offered his condolences to Mr. Backer and his family.

Mr. Bryan had to leave during the Board attorney report due to a scheduling conflict.

**9.7 Board Chair Report**

Mrs. Cullens gave her condolences to the Backer family and she welcomed back and thanked Dr. Kirschner for sharing about his recent travels.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:54 p.m.