

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
OCTOBER 31, 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

|                       |                     |                      |                         |
|-----------------------|---------------------|----------------------|-------------------------|
| <b>Staff Present:</b> | Mrs. Jamie Bateman  | Mr. Erik Christensen | Ms. Magdalisse Castillo |
|                       | Mrs. Lauren Earley  | Dr. Robert Flores    | Ms. Cindy Garren        |
|                       | Mrs. Courtney Green | Dr. Michele Heston   | Mr. Antonio James       |
|                       | Mr. Don Kesterson   | Mrs. Melissa Kuehnle | Ms. Melissa Lee         |
|                       | Mr. Glenn Little    | Mrs. Asena Mott      | Mr. Jonathan Stern      |
|                       | Dr. Michaela Tomova | Dr. Sidney Valentine | Dr. Chris van der Kaay  |
|                       | Mrs. June Weyrauch  | Dr. Tim Wise         |                         |

**Excused:** Mrs. Ashley Bennett

**Others Present:** Mrs. Barbara Kirschner

**CALL TO ORDER**

The regular meeting of the District Board of Trustees was called to order at 1:00 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 Mr. Wright, to adopt the agenda of the regular meeting held October 31, 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. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held September 19, 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**

The following new employees were introduced:

| Employee            | Position  | Supervisor     | Hired    |
|---------------------|---|----------------|----------|
| Magdalisse Castillo | Coordinator, Student Success and Transition Coach | Courtney Green | 07/01/18 |
| Antonio James       | Program Specialist, Panther Youth Partners        | Courtney Green | 07/09/18 |
| Jonathan Stern      | Registrar   | Timothy Wise   | 10/15/18 |

**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 administrative; full-time professional; full-time career services staff; retirements; adjunct faculty 2018-19 academic year as needed.

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

**5.2 Grant Awards**

**5.2.1 Rise to 55**

Higher Education Coordinating Council \$ 2,000

**5.2.2 Health Sciences Educational Technology Enhancement**

Highlands County Health Services \$ 15,000

**5.3 Agreements and Contracts**

**5.3.1** Approved a new affiliation agreement between Heartland Pediatric Associates and South Florida State College as presented.

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

**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 September 2018.

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

**5.4.2 Property Donation**

Approved the donation of a 2000 Thomas Built Bus from the Highlands County School Board for the use of College's CDL program.

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

**5.4.3 Property Deletion**

Approved the disposal of College property presented.

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

**Mr. Lambert made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.4.3 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 1.07 Alcohol and Drug-Free Campus and Workplace

Dr. Leitzel presented for discussion proposed changes to Policy 1.07 Alcohol and Drug-Free Campus and Workplace. [\(EXHIBIT "F"\)](#)

Mrs. Rider shared her position for the record stating that she was not in favor of the amendment to Policy 1.07. Mr. Bryan asked to review the changes to current Procedure 1070 with Dr. Leitzel for due diligence.

**Mr. Wright made a motion, seconded by Mrs. Puckorius, to approve the revisions to current DBOT Policy 1.07 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, and Mr. Wright; Opposed was Mrs. Kris Rider. **Motion carried by majority vote.**

## 7.0 ACADEMIC AND STUDENT MATTERS

### 7.1 Curriculum Proposals

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

Dr. Valentine asked Dr. Heston to present the proposed Associate in Science Degree and College Credit Certificate in Health Services Management and Health Care Services.

Dr. Heston gave a brief background on the proposed courses. Dr. Heston informed the Board, that she had input on the need for the program from various medical practitioners including Dr. Kirschner. Dr. Kirschner stated there is a substantial need for these courses for his practice and many others.

**Mr. Wright made a motion, seconded by Dr. Kirschner, 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.**

### 7.2 Fee Proposals

Dr. Valentine presented the fee proposals. Dr. Valentine and Dr. Heston addressed questions from the Board. Dr. Valentine shared with the Board that the fee proposals were properly noticed on the college website and in the newspaper as required. [\(EXHIBIT "H"\)](#)

**Mrs. Rider made a motion, seconded by Mr. Lambert, to approve the fee 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

None

## 9.0 REPORTS

### 9.1 Financial Report

Ms. Lee reported on the financial graphs and a summary of revenue and expenditures compared to budgeted funds within the Operating Budget through September 2018.

Mr. Little stated that monthly reports were sent to Mrs. Puckorius and he thanked her for reviewing them.

[\(EXHIBIT "1"\)](#)

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$32,711.08** from September 5 through October 15, 2018. Mrs. Bateman announced that Ms. Irene Castanon was recently recognized by the TSIC State Office for her fifteen years of service with Take Stock. Mrs. Bateman recognized and congratulated the Take Stock staff for earning Gold status. She reported TSIC has received a mini grant of \$5,000 from the state office from the Board of Governors in an attempt to help increase college completion rates to 95% within five years. This grant has been offered to all TSIC programs within the state. The funds can be used for anything that can be associated with assisting a student, except salaries. Mrs. Bateman stated the third Retiree Luncheon will be held November 1, with Ms. Megan Stepe as the guest speaker. Mrs. Bateman thanked Mr. Backer for attending the Alumni Association Lunch Bunches. She reported that one of our DeSoto alums works with the National Guard and has a passion to assist returning soldiers get an education and utilize their benefits. He is currently working with our alumni chair and Veteran's Counselor Specialist to gather more information. Mrs. Bateman shared the Foundation sponsored a recent YMCA 5k Color Run in Hardee. Mrs. Bateman informed the Board that monthly newsletters will continue and that she is receiving responses from them. Mrs. Bateman announced Giving Tuesday will be on November 27 and the goal for the Partnership Project is \$5,000 again. Mrs. Bateman reported on a Student Engagement Planning initiative. She will be working with the Alumni Chair and SGA representative on promoting Alumni Association at Club Rush in January. The Foundation will attend SGA meetings to get current students to sign up and receive information about Alumni Association. She stated following spring break, a class campaign challenge will roll out, where the graduating class of 2019 will compete against graduating class 2020 to see who can raise the amount of their graduation year. The Foundation's intentions are to get students involved before graduating which will encourage them to stay connected to SFSC after graduation. Mrs. Bateman highlighted upcoming Foundation events. She informed the Board that the Foundation Board will be participating in a workshop dedicated to identifying ways to encourage giving to the Partnership Project.

### 9.3 Resource Development

#### I. **Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 10/31/18. He gave a brief description of the grants.

#### II. **Proposals in Development**

##### A. **Retired and Senior Volunteer Program (R.S.V.P.)**

Corporation for National and Community Service \$ 44,534

#### III. **Submitted Proposals**

##### A. **Soft Skills Accelerator**

CareerSource Florida \$ 88,955

#### 9.4 President's Report

Dr. Leitzel reported on the following various items.

1. Thanked Mrs. Weyrauch for assisting with the DBOT meeting and taking minutes in Mrs. Bennett's absence. He thanked Mrs. Earley for helping with technology. He asked to keep Mrs. Bennett and her family in our prayers as they deal with family health issues.
2. Highlighted: First Responders Showcase held on October 6 and Heartland Living Magazine article on SFSC Performing Arts.
3. COP Update: Dr. Leitzel gave a brief update from his last COP meeting.
4. Legislative Issues: Dr. Leitzel reported on Legislative update/preview on the following issues, fund balance carry forward, capital project spending and direct support organizations. Dr. Leitzel distributed Legislative Budget Request handout.
5. Shared CRC Amendment 7 was removed from the November ballot on September 7. Supreme Court ruling on October 17, Amendment 7 back on ballot. Dr. Leitzel distributed a sample Amendment 7 ballot and gave a brief description of Amendment 7.
6. Shared naming the location of the Tower of Enlightenment with Board. After a brief discussion regarding DBOT Policy 7.10, Dr. Leitzel requested the Board to consider naming the circle surrounding the Tower of Enlightenment, "The Tower of Enlightenment Circle" or "Enlightenment Circle." **Mrs. Rider made a motion, seconded by Mr. Backer, to informally name the traffic circle surrounding the Tower of Enlightenment "Enlightenment Circle" 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. December Annual Planning Meeting: Dr. Leitzel informed Board the Annual Planning Meeting will be held on December 5, beginning at 10 am. He shared the tentative agenda will focus on routine items including: the Core Indicators Report, Destination 2023 (Strategic Plan). He asked if the Board would consider a discussion of SACSCOC 4.2g Board Self-Evaluation. The Board agreed that the December Planning Meeting would be an ideal time to discuss this important item. Dr. Leitzel gave a brief explanation of the Board Self-Evaluation as SACSCOC defines it.
8. Shared SACSCOC news. Dr. Leitzel informed the Board that SACSCOC officials asked SFSC to provide a copy of its Fifth-Year Interim Report in the resource room at the SACSCOC annual meeting in December due to our Fifth-Year Interim Report receiving exemplary reviews by the SACSCOC Board.
9. Student Loan Default Update/News: Dr. Leitzel asked Dr. Wise to give a brief report. Dr. Wise distributed a handout and presented to the Board. Dr. Wise addressed questions from the Board.
10. ACCT Leadership Congress: Dr. Leitzel shared the he, Mrs. Cullens, Mr. Backer and Mrs. Rider attended the conference in New York. He gave a brief report on the conference.
11. Upcoming Events: December DBOT Planning Meeting – December 5; Holiday Luncheon – December 12; Fall Commencement – December 13.
12. Governor's Job Growth Grant Funds: Dr. Leitzel gave a brief background story on Ms. Cissy Proctor at the DEO Summit Meeting held in Highlands County on July 11. He informed the Board that his office received notification from the Governor's office that the college will receive \$2.3 million in funding for the Job Growth Grant.

#### 9.5 Board Attorney's Report

Mrs. Karlson stated no report. She wished everyone a Happy Halloween.

**9.6 Board Members' Reports**

Mrs. Puckorius stated no report.

Mr. Backer stated he enjoyed the ACCT Leadership Congress conference. He shared he attended a Conceal Carry presentation while there.

Dr. Kirschner complimented Dr. Heston on putting together an excellent program. He stated there is a great need in the medical field.

Mr. Lambert stated no report.

Mrs. Rider shared she attended an excellent conference presented by Imperial Valley College at the ACCT Leadership Congress conference. They presented on Correctional Educational Services.

Mr. Bryan stated no report.

Mr. Wright reported on an individual who inquired about playing baseball here at SFSC. Mr. Wright stated that Coach Hitt responded to the inquiring student with integrity.

**9.7 Board Chair Report**

Mrs. Cullens reported on statistics from Cuny City Colleges of New York about students in low income households. She thanked everyone for being here today and wished them a blessed thanksgiving with family.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 3:08 p.m.

