

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JANUARY 23, 2019**

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

Mr. Steve Ashworth	Mrs. Jamie Bateman	Mrs. Ashley Bennett
Dr. Robert Flores	Ms. Cindy Garren	Dr. Michele Heston
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Ms. Melissa Lee
Mr. Glenn Little	Mrs. Hanna Lopez	Mr. Johnathan Stern
Mr. Larry Taylor	Dr. Michaela Tomova	Dr. Sidney Valentine
Dr. Chris van der Kaay	Mrs. June Weyrauch	Dr. Tim Wise

**Excused:** Mr. Erik Christensen

**Others Present:** Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:03 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 January 23, 2019 as presented.**

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

**Motion carried by unanimous vote.**

### **1.2 Approval of Minutes**

#### **1.2.1 Planning Workshop Minutes**

**Mr. Backer made a motion, seconded by Mr. Lambert, to approve the minutes of the planning workshop held December 5, 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.**

#### **1.2.2 Regular Meeting Minutes**

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held December 5, 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
Larry Taylor	Instructor, EMS	Steve Ashworth	09/04/18
Lisa "Hanna" Lopez	Administrative Assistant II, Student Services	Tim Wise	10/08/18

**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 faculty; full-time professional; full-time career services staff; and adjunct faculty for the 2018-19 academic year as needed.

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

**5.2 Grant Awards**

**5.2.1 Matinee Series Advertising**

Highlands County Tourist Development Council \$ 1,000

**5.2.2 Special Event – Country Music Artist Sara Evans**

Highlands County Tourist Development Council \$ 1,000

**5.2.3 Special Event – The Price is Right Live**

Highlands County Tourist Development Council \$ 1,000

**5.2.4 Shelter Retrofit – Hardee Campus**

Florida Division of Emergency Management \$ 40,000

**5.3 Agreements and Contracts**

**5.3.1** Approved renewal training agreement between Florida Department of Health (DeSoto County) and South Florida State College as presented. [\(EXHIBIT "B"\)](#)

**5.3.2** Approved renewal training agreement between Florida Department of Health (Hardee County) and South Florida State College as presented. [\(EXHIBIT "C"\)](#)

**5.3.3** Approved renewal training agreement between Florida Department of Health (Highlands County) 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 December 2018.

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

**Mr. Lambert made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.4.1 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

### 7.1 2019-2020 College Calendar

Dr. Valentine presented the 2019-2020 College Calendar. [\(EXHIBIT "F"\)](#)

Dr. Valentine gave a brief background on the College Calendar to the Board and answered questions.

**Mrs. Rider made a motion, seconded by Mrs. Puckorius, to approve the 2019-2020 Collage Calendar 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.**

Dr. Leitzel informed the Board that the college completes many essential campus projects while the college is closed for a brief holiday break while students and staff are not present.

## 8.0 PURCHASING AND OTHER ACTION ITEMS

### 8.1 President's Annual Performance Review

Mrs. Cullens reported that after reviewing Dr. Leitzel's evaluations submitted to Mrs. Pam Karlson, College Attorney, from the Trustees, she found that Dr. Leitzel had met and exceeded the performance indicators on which the evaluation was based. Mrs. Cullens then asked for a motion to accept the extension of a three year continuing contract for Dr. Leitzel through June 30, 2022.

**Mr. Wright made a motion, seconded by Mr. Lambert, to accept the evaluations results and extend a three year continuing contract for Dr. Leitzel through June 30, 2022.**

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. Cullens shared that she had a conference with Dr. Leitzel about the Trustees performance evaluations. Mrs. Cullens requested College Attorney Karlson work with staff to prepare the appropriate documents to reflect the Board's action. Mrs. Karlson added that there was 100% Board participation in the evaluations. Dr. Leitzel thanked the Board for their continued support. Mr. Bryan thanked Mrs. Karlson for her work.

### 8.2 District Board of Trustees Annual Self-Evaluation Review

Mrs. Cullens distributed the summarization of the Trustees Annual Self-Evaluation Review to the Board. Each Board member took a moment to review the summarization. Mrs. Cullens asked the Board for any comments or input pertaining to the summarization. Mrs. Puckorius commented that she felt reassured about the Board feeling comfortable with each other to not always have a unanimous vote. Mrs. Cullens noted that the Board works well with one another. Mr. Wright asked if the Trustee Self-Evaluation needed to be filed with the State. College Attorney Karlson stated that the Self-Evaluation did not need to be filed. Mrs. Karlson thanked Dr. Chris van der Kaay for summarizing the Board Self-Evaluations and stated that there was 100% participation. Since Board Self-Evaluations are

required by SACSCOC (Section 4.g.), copies of the evaluation instruments will be maintained in the president's office.

**Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the 2018 summary report of the Annual Board Self-Evaluation as required by SACSCOC.** 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 compared to budgeted funds within the Operating Budget through December 2018.

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

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$322,001.83** from November 14 through January 8, 2019. Mrs. Bateman announced that Ms. Amy Albandoz from Sebring High School is the newest Leaders 4 Life winner and the first for Sebring High School. She shared a video with the Board of Ms. Albandoz being surprised at school with her \$40,000 non-tuition scholarship check. Ms. Albandoz assigned volunteer mentor is Dr. Leitzel's wife, Nancy. Mrs. Bateman gave a brief update on the Foundation Christmas Luncheon and on the Innovation Grant recipients. Mrs. Bateman gave an overview from the Foundation Board workshop where they discussed the Capital Campaign and Partnership Project. She shared the recommendations with the Board from the workshop. Mrs. Bateman gave an update on the profits from the Million Dollar Hole-in-One Golf Shoot-out compared to last year's event. She shared that there were 114 participants and 233 bags of golf balls sold this year. Mrs. Bateman thanked the event sponsor, Mr. Ronnie Carter with Century 21 Advanced All Service Realty, Inc.

### 9.3 Resource Development

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

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 1/23/19. He gave a brief description of the grants. Dr. Valentine addressed the Board question pertaining to the Project e-DEFENSE decline.

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

##### A. **Panther Youth Partners**

CareerSource Florida \$ 400,000

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

##### A. **Heartland Games for Active Adults**

Florida Sports Foundation \$ 1,500

#### IV. **Declined Proposals**

##### A. **Project e-DEFENSE**

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

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

Dr. Leitzel reported on the following items:

1. Reflected on 2018 Fall Commencement. Dr. Leitzel thanked Mrs. Cullens and Trustees for their participation.
2. Recognized May and August EMT graduates from a December 11 ceremony.
3. SACSCOC Annual Meeting Update: Held December 8-11 in New Orleans. Dr. Heston and Mr. Christensen presented on Soft Skills. Dr. Leitzel thanked both of them. He shared a new study by Cengage Learning on what skills employers seek. Dr. Leitzel informed the Board that SFSC was listed in the SACSCOC Resource Room.
4. Recognized 2018 Meritorious Award Winners.
5. Shared Spring term began January 7. Enrollment is even right now. Dr. Leitzel mentioned some enrollment concerns at the Lake Placid and Hardee campuses and in adult studies. He informed the Board that the college is currently working on solutions.
6. Informed the Board that the federal Government shutdown is affecting IRS tax verification documents in Financial Aid.
7. Announced Governor's Job Growth Grant legal agreement was signed on January 4. Dr. Leitzel informed the Board that budgets/cost centers have been established. An initial meeting for a Construction Advisory Group has been scheduled for February 18.
8. Mobile Welding Lab Update: Dr. Leitzel shared that the college has received the mobile lab and is preparing the lab for instruction.
9. Tallahassee Update: Dr. Leitzel distributed a legislative priorities handout. Dr. Leitzel informed the Board of bills that are being watched such as, new open carry/conceal carry, dual enrollment, and mentioned that a new performance funding model is under consideration. He announced Mr. Richard Corcoran is the new Commissioner for FDOE. Dr. Leitzel stated that a Chancellor for the FCS has not been announced yet.
10. Special Initiative Funding Update: Dr. Leitzel stated that through Keaton Alexander and Derek Whitis with Silver Palm Consulting the funding proposal was submitted December 17. Dr. Leitzel distributed an information sheet and Dr. Heston gave a brief background on the proposal. He announced both Representative Pigman and Senator Albritton agreed to become bill sponsors.
11. Trustee Appointments Update: Mrs. Cullens gave a brief update and explanation on the process.
12. Announced Professional Development Day is February 15. The focus this year will be on campus safety.
13. Gave an update on the Service Employees International Union. Dr. Leitzel and Mr. Little gave a brief explanation to the Board on the attempt to get adjunct employees to sign a petition.

Dr. Leitzel concluded by thanking the Board for their support and that it is an honor to serve with them and the other employees of the college.

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

Mrs. Karlson stated no report. She did share as she was walking around on campus prior to the board meeting she noticed a security presence on campus giving her a feeling of comfort. She wished everyone a happy New Year.

**9.6 Board Members' Reports**

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Mr. Lambert stated no report.

Dr. Kirschner stated no report.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

Mr. Wright stated that SFSC is a great college and a wonderful institution to serve. He commended Dr. Leitzel and the college for their forward thinking.

**9.7 Board Chair Report**

Mrs. Cullens announced that she has submitted her application to serve on the ACCT Board of Directors representing the southern region. The District Board of Trustees gave Mrs. Cullens their blessing on this submission. Mrs. Cullens stated that the college is right on track and ahead of the curve with initiatives. She commended SFSC for their work and staying on top. Mrs. Cullens informed the Board that Governor Scott reappointed her to the Board but Governor DeSantis has retracted her appointment. She stated that it is not unusual to have to reapply. Mrs. Cullens gave a brief background on the reappointment process. The Board discussed the reappointment process and what each of them needs to do.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 3:10 p.m.

