

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JUNE 26, 2019**

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

**Staff Present:**

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
Dr. Robert Flores	Ms. Cindy Garren	Dr. James Hawker
Mr. Don Kesterson	Mrs. Renee LaDue	Ms. Melissa Lee
Mr. Glenn Little	Mrs. Heidi Markey	Mr. Jonathan Stern
Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch

**Excused:** Dr. Michele Heston Mrs. Melissa Kuehnle

**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 June 26, 2019 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 Budget Workshop Minutes**

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the budget workshop held May 22, 2019 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. Lambert made a motion, seconded by Mr. Bryan, to approve the minutes of the regular meeting held May 22, 2019 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 Board reviewed the Agenda Master Calendar. Mr. Wright asked Mrs. Bennett to add the 2019-2020 commencement dates to the calendar.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introductions**

The following new employee was introduced:

Employee	Position	Supervisor	Hired
Heidi Markey	Director, Financial Aid	Tim Wise	06/03/19

Mrs. Markey stated it's great to be at SFSC and this is exactly the place she was looking to work. Mrs. Cullens welcomed Mrs. Markey to the SFSC family.

Dr. Valentine shared that Mrs. Earley and her family will be relocating to Oklahoma. He introduced Mrs. Renee LaDue as his new executive assistant.

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

**4.1 Annual Equity Update Report**

Mr. Little gave a brief overview of the equity report and asked Mr. Kesterson and Dr. van der Kaay to present to the Board. Mr. Kesterson gave a brief background on the Annual Equity Update Report process and those involved. Mr. Kesterson reported on the employment equity portion of the report which included strategies and challenges. Dr. van der Kaay reported on the student data portion of the equity report. He gave a brief overview of student enrollment and completion data. Dr. van der Kaay asked Dr. Wise to share with the Board some of SFSC's efforts to recruit and track students to completion. Dr. Wise gave a background on the recruiting efforts the college is currently conducting. He informed the Board about the pilot program called Beacon Early Alert that we are currently testing. The program will send an early alert to the appropriate people in student services on students who are struggling with academic requirements. Dr. Wise stated once the alert is received there are several course of actions set in place to assess and help the student succeed. Mr. Kesterson reported on the Equity On-Site Review that was conducted. Mrs. Cullens questioned the low numbered of African-American enrollment numbers. Dr. Wise and Ms. Lee addressed her question. Ms. Lee stated that she has been working with Mrs. Markey on scholarships for African-American males.

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments: full-time career services staff; resignations; retirements; adjunct faculty for the 2018-19 academic year as needed; full-time faculty 2019-20; full-time professional 2019-20; full-time career service 2019-20; and adjunct faculty 2019-20, academic year as needed.

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

**5.2 Grant Awards**

<b>5.2.1 South Carolina Ballet – Cinderella</b>	
South Arts	\$5,475
<b>5.2.2 Enhanced Learning in the Heartland</b>	
Dollar General Literacy Foundation	\$10,000
<b>5.2.3 Healthy Smiles for Highlands County</b>	
Highlands County Hospital District	\$19,300

**5.3 Agreements and Contracts**

- 5.3.1** Approved the renewal of the 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 agreement between Parkview Prep Academy 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 all funds for the month of May 2019.

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

**Mr. Backer 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 Curriculum Proposals**

Dr. Valentine presented the curriculum proposals and gave a brief overview to the Board.

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

Mr. Wright asked a question pertaining to the reinstatement of a course. Dr. Valentine informed Mr. Wright the personal finance course was reinstated as the college felt it was important/necessary for the current generation of students to understand how to manage their personal finances. Mrs. Rider questioned the removal of observation hours in radiology and what that meant for students. Dr. Valentine addressed her concern. He stated that the required "pre-application" observation only served as a screening mechanism for the program. Due to HIPAA regulations, this was becoming more difficult as students at this point were only prospective students and the hospitals were concerned about violating HIPAA laws.

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

**8.0 PURCHASING AND OTHER ACTION ITEMS**

**8.1 Recertification of Direct Support Organization (DSO)**

Mrs. Bateman presented a request to accept the 2018 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 in support of the College's Vision and Mission, utilizing support from the College as presented for the 2019-2020 fiscal year.

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

**Mrs. Puckorius made a motion, seconded by Mr. Wright, to reauthorize the SFSC 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 2019-2020 fiscal year.** 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.**

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to accept the 2018 independent audit and IRS form 990 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.**

#### **8.2 Capital Improvement Program (CIP)**

Mr. Little presented a request to approve the Capital Improvement Program Plans for 2020-21 through 2024-25 and submission to the Division of Florida Colleges. He gave a brief description of the CIP assessment and the needs of the college. Dr. Kirschner had questions pertaining to the CIP request and PECO funding. Mr. Little addressed his questions that further explained the cut in the PECO maintenance allocation to SFSC.

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

**Mrs. Rider made a motion, seconded by Mr. Wright, to approve the Capital Improvement Program Plans for 2020-21 through 2024-25 and submission to the Division of Florida Colleges 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.**

#### **8.3 Acceptance of the 2018-19 Annual Equity Report**

Mr. Little recommended that the 2018-19 Annual Equity Update Report be approved for submittal as presented.

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

**Mr. Wright made a motion, seconded by Mr. Lambert, to accept SFSC's 2018-2019 Annual Equity Update Report and authorize its submission to the Florida Department of Education.** 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.**

#### **8.4 Project Priority List (PPL) Approval**

Mr. Little gave a brief overview of the Project Priority List. He reported on the PPL form which lists the approved projects that will need funding.

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

**Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the Project Priority List 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.**

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 May 2019.

(EXHIBIT "J")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$148,858.60** from May 8 through June 10, 2019. She informed the Board that TSIC Mentor Appreciation Night was held at the beginning of June. She thanked Trustee Backer and his wife for attending and being mentors. She announced that they honored thirty-four seniors that night and seventeen mentors who were able to attend. Mrs. Bateman informed the Board there has been a recent reorganization of the TSIC department. She announced that Ms. Linda Roman, who was part-time covering Sebring High School, will now be full-time and added Lake Placid High School. Ms. Karen Sanchez is the new part-time college success coach covering DeSoto County. She announced that Ms. Danielle Ochoa is the new coordinator of TSIC, she will manage the program and cover Hardee County and Avon Park High School. Mrs. Bateman added that she and Ms. Roman met with the Hardee Education Foundation as a potential partnership in providing scholarships either for TSIC or other scholarship opportunities. Mrs. Bateman reported on the Foundation campaign marketing plan. She gave a brief overview of what she and the marketing department have been developing. Mrs. Bateman reported on the Lake Placid Chamber luncheon presentation.

9.3 Resource Development

I. **Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 6/26/19. He gave a brief description of the grants.

II. **Proposals in Development**

A. **Carl D. Perkins V**

Florida Department of Education	\$ 203, 146 – Postsecondary Programs
	\$ 118,735 – Rural and Sparsely Populated Programs

B. **Adult General Education (AGE)**

Florida Department of Education	\$ 38,560 – Hardee
	\$ 206,223 – Highlands

C. **Integrated English Literacy and Civics Education (IELCE)**

Florida Department of Education	\$ 30,900 – Hardee
	\$ 43,156 – Highlands

D. **Engaging Young People in the Performing Arts in Rural Florida**

National Endowment of the Arts (NEA)	\$ 60-90,000
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E. **Young People’s Theatre – Charlotte and DeSoto County Students**

The Mosaic Company	\$ 2,000
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### III. Submitted Proposals

<b>A. Wells Fargo – Young People’s Theatre</b>	
Wells Fargo	\$ 10,000
<b>B. General Program Support for the 2020-21 Season</b>	
Florida Division of Cultural Affairs	\$ 99,439

### President’s Report

Dr. Leitzel reported on the following items:

1. Distributed the message from Senator Scott congratulating the college and announcing that *U.S. News and World Report* named Florida the top state in the country for higher education for the third year in a row.
2. Enrollment Update: ended 2018-19 academic year flat. He informed the Board that enrollment declines are happening nationally. He reported that summer term 2019 enrollment is down approximately 4%.
3. Community Events: Dr. Leitzel reported that he attended the Sebring Chamber Scholarship Luncheon where Krystal Shands was awarded a \$4,000 scholarship from Mr. Alan Wildstein.
4. Highlighted Graduation/Pinning/Award Ceremonies: Corrections, June 6; Criminal Justice, June 12; and ADN, June 19.
5. Announced Testing Results: Dental Hygiene May Grads, 100% pass rate; and Dental Assisting April Grads, 100% pass rate.
6. Accreditation Approvals: Automotive Service and Repair and Automotive Technology
7. Spotlight Stories: SFSC Honors Program - honor student Anthony Zepeda was accepted into the Precise Advanced Technologies and Health Systems for Underserved Populations (PATHS-UP) summer research program at Florida International University (FIU) in Miami. Adult Education - The essays of nine students from the college have been published in the book, "Actually, I Can," printed through the Florida Literacy Coalition. Dr. Leitzel informed the Board that this book has been placed at their seats and each of the essays from the students have been marked for them.
8. Sebring Parkway Construction Update: Dr. Leitzel shared some aerial photos of the parkway construction provided by local pilot Mr. George Karamitis.
9. Highlighted the Learners to Earners Workforce Summit on June 18-19 held in Orlando. Dr. Leitzel showed the Board a quick video from the Florida Chamber.
10. Announced that he has been appointed to a committee to work on the Governor’s Executive Order Number 19-31. Dr. Leitzel shared a snip-it of Executive Order 19-31.
11. Informed the Board that the Governor signed the budget. He approved funding for Shepherd’s Field but vetoed the Gentry Training Center. Dr. Leitzel shared that it has been stated that "Trustee appointments will follow shortly." Dr. Leitzel reported that the Governor signed an Agricultural Hemp Bill on June 25.
12. COP Update: Dr. Leitzel announced that Dr. Jim Murdaugh will be Chair and Mr. Joe Pickens as Vice Chair.
13. Announced that he will be attending another meeting in Orlando on July 15 with Commissioner Corcoran speaking to the FCS presidents.
14. Announced that Energy Saving Friday’s began on June 21.
15. Shared a photo of the new electronic sign on U.S. Hwy 27. Dr. Leitzel thanked Mr. Little and his team for working on the sign with the vendors.

16. Convocation: Announced Convocation will be Monday, August 12. He shared that the guest speakers this year will be Mr. Andy Masters and Dr. Catharine Almquist.

Dr. Leitzel thanked the Trustees for everything they do for the college and their leadership. He thanked Mrs. June Weyrauch for all that she does and wished her a Happy Birthday.

**9.4 Board Attorney's Report**

Mrs. Karlson shared that she celebrated her class reunion at the Lake Placid Campus. She thanked Mr. Randy Paepow and Mr. Little for their tour of the facility to the class.

**9.5 Board Members' Reports**

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Dr. Kirschner stated no report.

Mr. Lambert stated no report.

Mrs. Rider stated no report.

Mr. Wright stated no report.

Mr. Bryan stated no report.

**9.6 Board Chair Report**

Mrs. Cullens wished everyone a safe and Happy Fourth of July. Mrs. Cullens informed the Board that the nomination for Dr. Leitzel as CEO of the Year to ACCT has been postponed. She stated that more data is needed for the recommendation but she will work on that with Mrs. Kuehnle. Mrs. Cullens shared that the Student Success Advisory Board acknowledges a problem with soft skills among students. She thanked Trustee Bryan for bringing this issue to our attention very early.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:51 p.m.