

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 22, 2019**

Members Present: Mrs. Tami Cullens, Chair
Mr. Tim Backer
Mr. Derren Bryan
Mr. Ken Lambert
Mrs. Lana 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:

Ms. Cheryl Arpasi	Mrs. Jamie Bateman	Mrs. Ashley Bennett
Dr. James Hawker	Dr. Michele Heston	Dr. Robert Flores
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Ms. Melissa Lee
Mr. Glenn Little	Mr. Govindah Ramnarain	Ms. Sarah Sconyers
Ms. Robin Southwell	Mr. Jonathan Stern	Dr. Sidney Valentine
Dr. Chris van der Kaay	Mrs. Mary VonMerveldt	Mrs. June Weyrauch

Excused: Mr. Erik Christensen Dr. Tim Wise

Others Present: Mr. Terry Atchley

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 May 22, 2019 as amended. 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 Regular Meeting Minutes

Mr. Wright made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held April 24, 2019 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. 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
Sarah Sconyers	Maintenance Office Clerk	Cheryl Arpasi	02/01/19

Dr. Leitzel recognized Mr. Terry Atchley, SFSC Foundation Board member and thanked him for attending the District Board of Trustees meeting.

Dr. Leitzel introduced Dr. James Hawker as the Interim Dean of Arts and Sciences. The Board welcomed Dr. Hawker to his first District Board of Trustees meeting.

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

5.2 Agreements and Contracts

- 5.2.1 Approved the renewal of lease agreements for the Hotel Jacaranda and the SFSC Teacherage as presented. [\(EXHIBIT "B"\)](#)
- 5.2.2 Approved the renewal of the lease agreement between Tri-County Human Services Inc. and South Florida State College for the Florida Center for Addictions and Dual Disorders as presented. [\(EXHIBIT "C"\)](#)
- 5.2.3 Approved the contracting for continued legal services with Allen, Norton & Blue, P.A. and Karlson Law Group, P.A. for the 2019-2020 fiscal year under the terms and rates as presented. [\(EXHIBIT "D"\)](#)
- 5.2.4 Approved the agreement between South Florida State College and Paul Blackman, Sheriff of Highlands County, Florida, for the South Florida State College Resource Deputy Program as presented. [\(EXHIBIT "E"\)](#)
- 5.2.5 Approved the agreement between CareerSource Polk and South Florida State College as presented. [\(EXHIBIT "F"\)](#)

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds for the month of April 2019.

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

5.3.2 Bad Debt Listing

Approved the write off of uncollectible debt in the amount of \$19,594.74 as presented. [\(EXHIBIT "H"\)](#)

Mr. Backer asked if we had a replacement instructor for the mobile welding program since the current instructor gave his resignation. Dr. Leitzel addressed Mr. Backer's question.

Mr. Lambert made a motion, seconded by Mr. Bryan, to approve the Consent Agenda, Items 5.1 through 5.3.2 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 and gave a brief overview to the Board.

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

Mr. Backer 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.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 SFSC 2018-2019 Budget Proposal

Mr. Little presented a request to approve the Operating Budget for 2019-2020, including the student fee rates and salary schedule, as well as the 2019-2020 Capital Outlay Budget.

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

Mr. Lambert made a motion, seconded by Mrs. Rider, to approve the Operating Budget for 2019-2020, including the student fee rates and salary schedule, as well as the 2019-2020 Capital Outlay Budget as presented. The Operating Budget includes a 2.0% across-the-board raise for all eligible full- and part-time employees, as well as a 2.0% non-recurring salary supplement for all eligible full-time employees and a \$300 non-recurring salary supplement for eligible part-time employees filling regularly established positions. Mrs. Cullens amended the motion to include the president in the 2.0% across-the-board raise and the 2.0% non-recurring salary supplement. 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 Annual Facilities Inspection Summary Report

Mr. Little presented a request to accept the SFSC Fire, Sanitation, and Casualty Inspection reports for the 2018-2019 year as presented. Mr. Little gave a brief description of the Annual Comprehensive Safety Inspection Report to the Board. Mr. Little addressed repairs that have not been completed. [\(EXHIBIT "K"\)](#)

Mrs. Puckorius made a motion, seconded by Mr. Wright, to accept the fire safety, sanitation, and casualty inspection reports for the 2018-2019 year 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 **RFP 18-03 Campus-Wide Access Control**

Mr. Little gave a brief overview of RFP 18-03 Campus-Wide Control to Cam Connections/ADT for a Campus-Wide Access Control system. Mr. Little stated that this project is an additional step in the ongoing efforts to improve campus safety in light of recent tragedies locally and nationally. [\(EXHIBIT "L"\)](#)

Mrs. Puckorius asked a question pertaining to how an electricity outage would affect the access control. Dr. Robert Flores, Director, Remodeling, Renovation & Maintenance addressed Mrs. Puckorius' question.

Mr. Bryan voiced his concern of the hotline to local law enforcement at the satellite campuses not working and if that had been corrected. Mr. Little addressed his concern. Mr. Bryan thanked Mr. Little and team for hearing the Boards' concerns and implementing safety measure at all campuses.

Mrs. Rider made a motion, seconded by Mr. Backer, to award RFP 18-03 Campus-Wide Access Control to Cam Connections/ADT for \$198,660.017 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.**

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 April 2019.

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

9.2 **Foundation Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$28,071.18** from April 10 through May 7, 2019. She announced that \$5,000 of this amount came from the Winifred and William O'Reilly Foundation. The donation was credited to the partnership project. Mrs. Bateman reported that TSIC has 33 onboarding 8th grade students. This brings the total to date 134 students in the current program. She also reported that 34 scholarships were awarded to local high school seniors over the past few weeks. Mrs. Bateman informed the Board that she presented at the DeSoto Rotary luncheon. She shared that at the luncheon one current Foundation board member, Ms. Danielle Brewer and one past board member, Mr. Paul Seusy shared their passion for the Foundation and encouraged others to consider donating to the college. Mrs. Bateman confirmed the dates the Hotel Jacaranda will be closed for fumigation treatment will be July 1-3.

9.3 **Resource Development**

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 5/22/19. He gave a brief description of the grants.

II. Proposals in Development

A. Wells Fargo – Young People's Theatre

Wells Fargo

\$ 10,000

III. Submitted Proposals

A. Duke Energy – Electrical Lineman Program

Duke Energy \$ 15,000

B. Duke Energy – Young People’s Theatre

Duke Energy \$ 5,575

Dr. van der Kaay presented the Florida Pioneer Day: Spotlight on Olives event held on May 17 at the Hardee County IDA test plot with a working lunch at the SFSC Hardee Campus. He gave a brief overview of the event to the Board. Dr. van der Kaay addressed questions about the event from the Board.

Dr. Leitzel thanked Dr. van der Kaay, Dr. Cover, and Ms. Carson for coordinating and hosting the Spotlight on Olives event and building great community relationships.

9.4 President’s Report

Dr. Leitzel reported on the following items:

1. Distributed Governor DeSantis’ May 14 press release announcing that U.S. News and World Report ranks Florida #1 in Higher Education for the third consecutive year. Dr. Leitzel informed the Board that the Governor’s office contacted the president’s office for additional information pertaining to the fee proposals that were presented at the April 24 DBOT meeting.
2. Announced that he attended a meeting in Tampa on May 21 with Commissioner Corcoran speaking to the FCS presidents.
3. Highlighted the May 7 Spring Commencement. Dr. Leitzel thanked the Board for their participation.
4. Highlighted Graduation/Pinning/Award Ceremonies: Fire Standards I, April 29; EMT, May 2; Dental Hygiene, May 3; and Athletic Awards, April 30. Dr. Leitzel shared that Dr. Fuschetti was awarded Panther of the Year. He also announced that Mr. PJ Cimo was awarded the 2019 Suncoast Conference Male Student Athlete of the Year.
5. Announced that Ms. Amy Bohan and two of her students presented their research at the Experimental Biology annual conference in Orlando.
6. Informed the Board that SFSC Honors Program students Ms. Nancy Morrissey and Mr. Griffin Woods were recently selected as 2019 Portz Interdisciplinary Fellowship recipients for their research on genes that interact with cancer cells. Dr. James Hawker gave a brief background of the fellowship to the Board.
7. Enrollment Update: Dr. Leitzel stated that summer term 2019 is even with last year and the academic year enrollment ended even.
8. Highlighted the HSI-STEM event at the Hardee Campus with North Wauchula Elementary School’s fifth graders.
9. Congratulated Ms. Cindy Garren as she was awarded United Way of Highlands County Volunteer of the Year 2019.
10. Special Congratulations to Mr. Mike Rider, Trustee Kris Rider’s husband as he was awarded the 2019 Judge David Langford Professionalism Award by the Highlands County Bar Association. Mrs. Rider shared that he was surprised and absolutely speechless.
11. SEIU Update: Announced that SFSC adjuncts rejected the union organizers at the April 30 vote.
12. Announced that Hotel Jacaranda will be closed for fumigation July 1-3.

13. Recognized Mr. Derren Bryan as one of our Leadercast 2019 sponsors. He also thanked Mr. Terry Atchley for his sponsorship and recognized our other sponsors. Dr. Leitzel announced Leadercast 2020 will be hosted on May 7.
14. Highlighted the Leader Team "Advance" from May 15-16 with the Board.

9.5 Board Attorney's Report

Mrs. Karlson thanked the Board for renewing her contract.

9.6 Board Members' Reports

Mrs. Puckorius stated no report. She wished everyone a fun Memorial weekend.

Mr. Backer thanked Mr. Little and team for their work on the budget.

Mr. Lambert shared that Mr. Terry Atchley was awarded the Home Rule Hero Award. He congratulated him on this award. Mr. Lambert informed the Board that Mr. Atchley spends an enormous amount of time in Tallahassee during session and advocates for SFSC.

Mrs. Rider stated no report. She thanked everyone for their continued good work and wished them a safe Memorial weekend.

Mr. Wright thanked Mrs. Karlson for her services.

Mr. Bryan had to leave during the President's report due to a scheduling conflict.

9.7 Board Chair Report

Mrs. Cullens thanked Mrs. Karlson for her services. She thanked everyone for their continued work and the Board members for their time. Mrs. Cullens asked Board permission to nominate Dr. Leitzel as CEO of the Year to ACCT.

Mrs. Cullens praised Dr. Leitzel for his dedication and commitment to the college. The Board unanimously agreed for Mrs. Cullens to proceed with the nomination to ACCT. Mrs. Cullens informed the Board that she received an email from Mr. Tim Morris that each FCS board of trustees were to designate a legislative liaison from each college board to work with other the liaisons.

Mr. Lambert suggested that the Board chair should be the designated liaison.

The Board unanimously agreed that Mrs. Cullens as she is the current Board chair should be the liaison for SFSC. Mrs. Cullens accepted. She wished everyone a safe Memorial weekend.

10.0 ADJOURNMENT

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