

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JULY 17, 2019**

**Members Present:** Mrs. Tami Cullens, Chair  
Mr. Tim Backer  
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

**Excused:** Mr. Derren Bryan

**Staff Present:** Mrs. Jamie Bateman Mrs. Ashley Bennett Ms. Cindy Garren  
Dr. Peter Hamlet Dr. James Hawker Mr. Don Kesterson  
Mrs. Deb Latter Ms. Melissa Lee Mr. Glenn Little  
Mr. Enrique Ramos Mr. Jonathan Stern Dr. Sidney Valentine  
Mrs. June Weyrauch Dr. Tim Wise

**Excused:** Dr. Michele Heston Mr. Erik Christensen Dr. Chris van der Kaay

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 July 17, 2019 as presented.** Those voting in favor of the motion were Mr. Backer, 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 Mr. Backer, to approve the minutes of the regular meeting held June 26, 2019 as presented.** Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introduction**

The following new employee was introduced:

Employee	Position	Supervisor	Hired
Linda Roman	Take Stock in Children College Success Coach	Jamie Bateman	04/01/19

**2.2 Employee Retirement Recognitions**

Mrs. Cullens recognized Dr. Peter Hamlet with a resolution for his many years of service to South Florida State College and with Professor, Emeritus. Dr. Hamlet stated that SFSC has by far been the best place that he has worked. He thanked everyone for his time here at SFSC.

Mrs. Cullens also recognized the retirement of Mr. Enrique Ramos with a resolution for his many years of service to South Florida State College and with Professor, Emeritus. Mr. Ramos thanked everyone at SFSC for his time here at the college. He stated that SFSC is a great institution to work at and he believes he did his best for the students.

**Mr. Lambert made a motion, seconded by Mr. Backer, to recognize the retirements of Peter Hamlet and Enrique Ramos for their many years of service to South Florida State College.** Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**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; retirements; and adjunct faculty 2019-20, academic year as needed.

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

Dr. Leitzel informed the Board on some new hires that were recently approved. He thanked Dr. Hawker and Mr. Kesterson for their work in the hiring process.

**5.2 Grant Awards**

<b>5.2.1 Duke Energy – Young People’s Theatre</b>	
Duke Energy	\$5,575
<b>5.2.2 Student Support Services</b>	
U.S. Department of Education, Office of TRiO Programs	\$253,032
<b>5.2.3 Suncoast Credit Union Foundation</b>	
Suncoast Credit Union	\$2,280
<b>5.2.4 Great Performances in Florida’s Heartland</b>	
Florida Department of Cultural Affairs	\$26,381

**5.3 Agreements and Contracts**

- 5.3.1** Approved the renewal of the agreement between Ave Maria University Preparatory School and South Florida State College as presented. [\(EXHIBIT "B"\)](#)
- 5.3.2** Approved the renewal of the agreement between DeSoto County School Board and South Florida State College as presented. [\(EXHIBIT "C"\)](#)

**5.4 Operational Actions**

**5.4.1 Monthly Accounts Payable/Payroll Check Register**

Summary information for disbursements of all funds through June 2019 will be provided at the August 2019 District Board of Trustees meeting due to the year-end closing process currently underway.

**Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.4.1 as presented with the corrected date in Item 5.1.** Those voting in favor of the motion were Mr. Backer, 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 Reorganization of the Board

Following the District Board of Trustees Policy 2.02, Mrs. Karlson, Board Attorney discussed with the Board the succession of the Board Chair and their options. Mr. Wright stated that he is supportive of Mrs. Cullens continuing as Board Chair for the up-coming year. Mr. Wright informed the Board he does not feel with his personal work schedule that he could proceed as the incoming Board Chair. He informed the Board he could continue as the Vice Chair. Dr. Kirschner stated that he concurs with his support for Mrs. Cullens to continue as Board Chair for a second term. He shared that the current chair continuing a second term has happened twice in his twenty-eight years serving on the DBOT. Mr. Lambert stated that Mrs. Cullens at this time is the best option to continue as Board Chair. Mrs. Karlson, Board Attorney informed the Board that she has discussed the issue with Mr. Derren Bryan and he was in full support of Mrs. Cullens continuing as Chair a second term.

**Mr. Backer moved, seconded by Mr. Lambert to retain the same Chair, Mrs. Tami Cullens; Vice Chair, Mr. Joe Wright; and SFSC Foundation Liaison, Mrs. Lana Puckorius for the 2019-2020 year as served last year.** Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mrs. Cullens thanked the Board for their support during her chairmanship this past year and their continued support for the coming year. She recognized and thanked both Mrs. Puckorius for her work as SFSC Foundation Liaison and Mr. Wright as serving as Vice Chair.

### 6.2 Adoption of the 2019-2020 Meeting Schedule and Review of Agenda Master Calendar

Mrs. Cullens discussed the proposed 2019-2020 South Florida State College District Board of Trustees Meeting Schedule with the Board. The Board reviewed the dates with their schedules for any conflicts. Mrs. Rider asked that the proposed August 28 meeting date be moved to August 21. The Agenda Master Calendar was reviewed by the Board. There were no changes recommended.

**Mr. Backer made a motion, seconded by Mrs. Rider, to approve the South Florida State College District Board of Trustees Meeting Schedule with the August date change for the 2019-2020 academic year as presented.** Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

*(EXHIBIT "D")*

Dr. Leitzel thanked Mrs. Cullens for her work with the Board over the past year and presented her with a personalized vase. The vase is engraved with the inscription: "In recognition of distinguished service, Tami Cullens, South Florida State College, District Board of Trustees, Chairwoman, 2018-2019"

## 7.0 ACADEMIC AND STUDENT MATTERS

### 7.1 Curriculum Proposals

Dr. Valentine presented the curriculum proposals and gave a brief overview to the Board. Dr. Valentine explained to the Board that the Emergency Medical Technician (Applied Technical Diploma), will be deleted and, if approved, would be replaced with the Emergency Medical Technician (College Credit Certificate). It was noted that this change will also provide better alignment with the Paramedic (College Credit Certificate). This change, if approved, will take effect in the Fall of 2019. Dr. Valentine also discussed a program revision request in the Medical Assisting (Alternative and HCI tracks) Career Certificate program. This change is necessary due to the Florida Department of Education increasing the required internship requirement as outlined in the curriculum framework for this program. The modifications allow for the additional internship hours to be added without a change in program length. This change, if approved, will take effect in the Fall of 2019. Finally, Dr. Valentine requested that a new Special Topics in Public Safety course be added to the Public Safety Telecommunication (College Credit Certificate) program. This course will be used as a special topics supplemental course, as needed.

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

**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, 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

The graphs and summary of revenues and expenditures compared to budgeted funds will be provided at the August 2019 District Board of Trustees meeting due to year-end closing procedures currently underway. Ms. Lee stated that she is expecting to carry forward a 9.5% fund balance. She informed the Board that everything is going well with the year-end closing.

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$42,350.00** from June 11 through June 27, 2019. Mrs. Bateman gave an update on the Jacaranda preservation. She informed the Board that the Jacaranda was treated for termites from July 1 through July 2 and they were able enter the building on the evening of July 2. Mrs. Bateman stated each year they have the opportunity to apply for a grant that will assist students during the summer and fall terms of each year. She informed the Board to qualify students have to be part-time, may not qualify for other scholarships and show a financial need. Mrs. Bateman shared with the Board that the grant comes from the Edward K. Roberts Community College Fund. Mrs. Bateman announced that she is planning to make a visit to thank them in person and cultivate this relationship in the chance for other opportunities. Mrs. Bateman shared with the Board that Dr. Norm and Laurie Stephens recently donated a baby grand piano to the Foundation. She informed the Board that she had the opportunity to give a tour to Mrs. Cheryl Brown with Edward Jones. Mrs. Brown is an alum of SFSC and has expressed an interest in the Foundation. Dr. Leitzel added that in the photo that Mrs. Bateman shared in her PowerPoint that Mr. Garrett Lee was demonstrating what the new industrial 3D printer

could produce. Dr. Valentine shared with the Board the 3D printer’s capabilities and the potential new opportunities that are available to offer to the community. Mrs. Bateman informed the Board that Mrs. Deanne Shanklin has decided to resign from her position as Alumni Coordinator within the Foundation. She will be working with United Way as their Resource Development Coordinator.

**9.3 Resource Development**

**I. Grants Development Report**

Mr. Little reported on behalf of Dr. van der Kaay the grants report. He distributed and reviewed the Grants Development Report dated 7/17/19. Mr. Little informed the Board that the two grants in process were submitted today, July 17. He gave a brief description of the grants. He also noted that there was a name change on

the Engaging Families and Youth in the Performing Arts to Family-Friendly Performances in Rural Florida. Mr. Little announced that he received notice the Duke Energy – Electrical Lineman Program grant was approved but we are currently awaiting a formal notice.

**II. Proposals in Development**

**A. RSVP Baseline Funding Increase Opportunity**

Corporation for Nations and Community Service (CNCS) \$7,500

**B. Engaging Families and Youth in the Performing Arts**

National Endowment of the Arts (NEA) \$30,000

**III. Submitted Proposals**

**A. Carl D. Perkins**

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

**B. Adult General Education**

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. Young People’s Theatre – Charlotte and DeSoto County Students**

The Mosaic Company \$2,000

**President’s Report**

Dr. Leitzel reported on the following items:

1. He asked Ms. Cindy Garren to give an overview of the Artist Series shows to the Board. Ms. Garren distributed a form for the Board to choose the shows they would like to attend for the season.
2. Announced that he attended Commissioner Corcoran’s meeting in Orlando on July 15. He informed the Board it is a pleasure working with Chancellor Hebda and Commissioner Corcoran. Dr. Leitzel gave a brief overview of the meeting to the Board. He stated that the two major discussion points were dual enrollment emphasis and a new funding formula. Dr. Leitzel reported that Mr. Glenn Little will participate on a committee of COBA executives with a focus on dual enrollment. Dr. Leitzel gave a brief

overview of the new funding formula that was presented at the meeting.

3. Encouraging News: Trustee reappointments are being made. Dr. Leitzel asked the Board to please let him know if they are contacted by the Governor's office.
4. Distributed a tentative agenda for the Trustee Annual Meeting that will be held January 15-16, 2020.
5. Convocation Update: Convocation will be held Monday, August 12 in the UC Auditorium at 9am. Dr. Leitzel distributed a tentative "Welcome Back" schedule to the Board. He announced this year's two special guest speakers, Mr. Andy Masters and Dr. Cathy Almquist.
6. Announced that in the next eighteen months we are in full reaffirmation mode for SACSCOC.

Mrs. Cullens asked about enrollment in the State. Dr. Leitzel reported the enrollment is slightly down in the Florida College System.

#### **9.4 Board Attorney's Report**

Mrs. Karlson stated no report.

#### **9.5 Board Members' Reports**

Mrs. Puckorius stated that she would like the artificial greenery on the stage at commencement replaced with real greenery.

Mr. Backer reminded the Board that the Supervisor of Elections disclosures are due. He also announced that on August 1 DeSoto Chamber of Commerce will be hosting a breakfast at the DeSoto Campus. He thanked Mrs. Cullens for her service as Chair and is looking forward to another great year.

Dr. Kirschner congratulated Mrs. Cullens on her second term as Chair.

Mr. Lambert congratulated Mrs. Cullens.

Mrs. Rider thanked Mrs. Cullens and the other trustees for moving the August DBOT meeting date.

Mr. Wright thanked Mrs. Cullens for accepting the Chair position for a second term.

#### **9.6 Board Chair Report**

Mrs. Cullens thanked everyone for their support and confidence in her to serve another year as Chair.

### **10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:41 p.m.