



**SFSC
District Board of Trustees
Regular Meeting
March 25, 2015**

**Highlands Campus
6:00 p.m.**

**Tim Backer
Derren Bryan
Tami Cullens
Louis Kirschner
Ken Lambert, Chair
Lana C. Puckorius
Kris Y. Rider, Vice Chair
Joe Wright
Thomas C. Leitzel, President/Secretary**

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of March 25, 2015 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of March 25, 2015 as presented.

**AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
MARCH 25, 2015
6:00 P.M.**

- 1.0 Call to Order and Preliminary Matters
 - 1.1 Adoption of Agenda
 - 1.2 Approval of Minutes
 - 1.2.1 Regular Meeting – February 25, 2015
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Affiliation Agreement – Okeechobee County Fire and Rescue Department
 - 5.2.2 Affiliation Agreement – BayCare Health System, Inc.
 - 5.2.3 Memorandum of Understanding – Holiday Inn Express
 - 5.3 Grant Applications
 - 5.3.1 Adult Education ESOL Program - \$15,000
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
 - 6.1 Policy Implementation
 - 6.1.1 Policy 4.12 Bad Checks and Outstanding Debts
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
 - 7.2 Fee Proposals
- 8.0 Other Action Items
- 9.0 Reports
 - 9.1 Resource Development Report
 - 9.2 Financial Report
 - 9.3 President's Report
 - 9.4 Board Attorney Report
 - 9.5 Board Member Reports
 - 9.6 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

Item 1.2.1

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – JANUARY 28, 2015

It is recommended that the minutes of the regular meeting held February 25, 2015 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the February 25, 2015 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FEBRUARY 25, 2015**

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

Absent:

Staff Present:	Mr. Don Appelquist	Mr. Kevin Brown	Mrs. Tammy Bush
	Ms. Cindy Garren	Mrs. Susie Hale	Mrs. Anita Kovacs
	Mrs. Deborah Latter	Mr. Glenn Little	Dr. Lindsay Lynch
	Dr. Mike McLeod	Dr. Leana Revell	Mrs. Becky Sroda
	Dr. Chris van der Kaay	Mrs. June Weyrauch	Dr. Tim Wise
	Dr. Deborah Fuschetti	Mr. Steve Ashworth	Mr. John Rousch
	Mrs. Renee LaDue	Ms. Adrienne Diaz	Mr. Ernesto Loresco
	Mr. Colin Nicholas		

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 6:02 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mr. Ken Lambert.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting held February 25, 2015 as recommended. 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

Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held January 28, 2015. Those voting in favor of the motion were Mr. Backer, Mr. Byran, 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.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**2.1 New Employee Introductions**

Employee	Position	Supervisor	Hired
Adrienne Diaz	Administrative Assistant II, Academic Support	John Rousch	01/05/15
Ernesto Loresco, Jr.	Custodian	Renee LaDue	12/08/14
Colin Nicholas	Director, Student Support Services	Michael McLeod	01/05/15

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 service staff; retirements; reappointments, President's immediate staff, 2015-16; and adjunct faculty, 2014-15, academic year as needed. **(EXHIBIT "A")**

5.2 Agreement and Contracts

5.2.1 Approved entry into **new** training agreement with Southwest Florida Workforce Development Board, Inc. (CareerSource Southwest) to provide corrections training to CareerSource clients as presented. **(EXHIBIT "B")**

5.3 Grant Applications**5.3.1 Migrant and Seasonal Farmworkers Program**

FL Dept of Education \$277,575

5.3.2 Advertising Funds – Cultural Programs

Highlands Tourist Development Council \$1,000

5.4 Operational Actions**5.4.1 Monthly Accounts Payable/Payroll Check Register**

Approved the monthly accounts payable/monthly payroll check register and summary through January 2015. **(EXHIBIT "C")**

5.4.2 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of \$80,660.11. **(EXHIBIT "D")**

5.4.3 Donation of Computers

Approved the donation of 70 computers to the School Board of Highlands County as presented. **(EXHIBIT "E")**

5.4.4 Donation of Computers

Approved the donation of 28 surplus laptop computers to Take Stock in Children participants as presented. **(EXHIBIT "F")**

Mr. Wright made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.4.4 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 4.12 Bad Checks and Outstanding Debts

Vice President Glenn Little presented for discussion proposed changes to Policy 4.12 Bad Checks and Outstanding Debts. **(EXHIBIT "G")**

Mr. Bryan made a motion, seconded by Mrs. Cullens, to table consideration of changes to Policy 4.12 until the March 25 meeting. 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.**

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

None

9.0 REPORTS

9.1 Facilities Report

Vice President Glenn Little, Dean Kevin Brown, and Mr. Steve Ashworth gave a progress report on the Fire Fighting/Fire Science Facilities.

9.2 Resource Development

Mr. Appelquist reported on donations and pledges.

Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$205,442.95** from January 14, 2015 through February 10, 2015.

9.3 Financial Report

Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of December 2014 as information items. **(EXHIBIT "H")**

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Thanked the Trustees for their work in Tallahassee and Washington, DC this month.
2. Thanked the Trustees for their endorsement of the college's new Vision Statement. The pillars of vision will be used for the college's Strategic Planning process. He thanked Mrs. Puckorius and Mr. Wright for attending Professional Development Day.
3. Stated that the SACSCOC team reported zero findings for Substantive Change Review. Stated that for the third time SFSC will not have an operational audit performed by the State Audit Review. Reported that the TAACCT Audit recently performed had zero findings. Thanked Dr. Revell and her team for their great work.
4. Thanked members of the 50th Anniversary celebration committee for their work with the events scheduled for this year. The Trustees suggested hanging street banners in Wauchula, Arcadia, and Lake Placid.
5. Reported that Lea Ann Curry was recognized by the Governor as the Champion of Services for Volunteer Service with the RSVP program. She attended an event in Tampa with Dr. McLeod and Ms. Juve.
6. Stated that the SFSC Brain Bowl team is going to national competition in Atlanta.

7. Reported that the SFSC Phi Beta Lambda chapter moved into the State competition after experiencing success at the regional level.
8. Reported that State funding is uncertain and he will continue to monitor. A conference call will be held Thursday by Commissioner Stewart.
9. Stated that the college's bookstore now serves Starbucks coffee.
10. Reminded the Trustees of the upcoming Panther 5K Run/Walk and Bike Ride March 7 on the Highlands Campus. Open slots remain.
11. Ms. Cindy Garren listed the performances remaining for this season.
12. Reported that the U.S. high school graduation rate is 81%.

9.5 Board Attorney's Report

Mrs. Karlson reported on a recent subpoena served to the college regarding a student paternity case. The college was eventually released from the case. She also stated that she will be participating in the college's Career Fair taking place Thursday in the Panther Gym from 9-11:30 a.m.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer stated that Lauren Early and Laura Wilder are doing a great job at the DeSoto campus in Suzanne Demers' absence.

Dr. Kirschner stated no report.

Mr. Wright stated that for the college to not have to participate in an operational audit this year was a great accomplishment.

Mrs. Cullens stated no report.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

9.7 Board Chair Report

1. Thanked Dr. Revell for her strong leadership in the recent SACSCOC review. He felt that there was Trustee involvement in the process.
2. Thanked Mr. Backer for taking his shift during the college's 50th Anniversary event that took place at the Highlands Campus on February 14. It allowed him to work at the family's florist shop that day.
3. Reported that Legislative Bill 4005, and Senate Bill 1776 regarding guns on campus currently has sufficient committee support and is highly likely to pass. He asked for discussion and for the Trustees to render an opinion on this matter for Dr. Leitzel to use as a statement on behalf of the college.

Mr. Backer made a motion, seconded by Mrs. Rider, to accept the following statement for Dr. Leitzel to use as a statement on behalf of the college regarding guns on campus: *The policy of the college follows the current State law regarding guns on campus.* 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. Lambert asked the Trustees to further educate themselves on this matter as he felt more discussion may be necessary in the future.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:27 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

SUBJECT: REVIEW OF AGENDA MASTER CALENDAR

Information Item:

The Annual Board of Trustees Calendar identifies the activities, meetings, and issues directly affecting the Board throughout the year. Please review the attached calendar and identify any additional items that should be listed, or any changes that might be necessary.

District Board of Trustees Agenda Master Calendar

MARCH 2015	APRIL 2015	MAY 2015
7 **5K & 50mi Bike Ride 25 Board Meeting, 6 PM Highlands Campus	22 Board Meeting, 6 PM Highlands Campus (Student Activities Presentation) 25 SFSC Foundation Gala, 6 PM, Jacaranda Hotel	7 Spring Commencement 21 **Trustees/Retirees Luncheon 27 Budget Workshop, 4 PM Followed by Board Meeting, 6 PM, Highlands Campus
JUNE 2015	JULY 2015	AUGUST 2015
24 Board Meeting, 6PM Highlands Campus 26 **That '60s Show, 7:30 PM Theatre for the Performing Arts	22 Board Meeting, 6 PM Highlands Campus	26 *Board Meeting, 6 PM Highlands Campus
SEPTEMBER 2015	OCTOBER 2015	NOVEMBER 2015
19 **Hardee Campus Mud Run 9:00 AM 23 *Board Meeting, 6 PM Highlands Campus	15 **Coming Home: MOFAC An exhibition of artwork by SFSC alumni 24 **Masquerade Ball 8-10:30 PM, Jacaranda 28 *Board Meeting, 6 PM Highlands Campus	7 **Lake Placid Center Sock Hop 7-10 PM
DECEMBER 2015	JANUARY 2016	FEBRUARY 2016
9 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus 17 Fall Commencement	27 *Board Meeting, 6 PM Highlands Campus	24 *Board Meeting, 6 PM Highlands Campus

*Tentative

** SFSC 50th Anniversary Events

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
James Sheridan	Library Assistant II, Circulation	Lena Phelps	02/16/15

3.0 *Public Comment*

4.0 Presentations

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CONSENT AGENDA ACTION ITEMS

The following Consent Agenda is provided for your review. Any consent agenda item may be discussed or removed from the consent agenda at the request of any Board member. The actual agenda items with background information are provided in the related section of the Board Agenda. The following sections of the agenda are included in the Consent Agenda: Personnel Actions, Contracts/Agreements, Grant Applications and Operating Actions. Your consideration of the recommended action is appreciated.

SUGGESTED MOTION:

Move to approve the agenda items listed in the consent agenda.

	<i>CONSENT AGENDA ACTION ITEMS</i>	Page
5.1	Personnel Actions	20
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	5.2.1 Affiliation Agreement – Okeechobee County Fire and Rescue	22
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	5.2.3 Memorandum of Understanding – Holiday Inn Express	24
5.3	Grant Applications	
	5.3.1 Adult Education ESOL Program - \$15,000	25
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	26



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PERSONNEL ACTIONS

It is recommended that the personnel items, as specified below, be approved:

I. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Long, Chadwick	Coordinator, Recruitment and Retention	03/09/15

II. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Appelquist, Donald	Dean, Resource Development & Foundation	06/30/15
Hancock, Jane	Director, Planned and Major Giving	06/30/15

III. REAPPOINTMENTS, FULL-TIME ADMINISTRATIVE STAFF, 2015-16:

Batty-Herbert, Kimberly
Brown, James Kevin
Crawford, Teresa
Demers, Suzanne
Flores, Robert
Fuschetti, Deborah
Hale, Susan
Kovacs, Anita
McLeod, Michael
Paepflow, Randall
Sroda, Rebecca
van der Kaay, Christopher
Wise, Timothy

IV. REAPPOINTMENTS, FULL-TIME FACULTY, 2015-16:

Continuing Contract:

Cardenas, Tina

Hemler, Kimberly

Jacques, Lorraine

Martin, Adam

von Merveldt, Mary

Annual Contract (9, 10, 11, 12 month contract depending upon responsibilities):

Bailes, Jessica

Bohlman, Brian

Dos Santos, Kimberley

Lancaster, Sarah*

Macbeth, Verna Michelle

McConnell, Lisa

Miller, Claire

Nason, Kimberly

Nicholas, Sonji

Smith, Rodger

*Grant-funded

V. ADJUNCT FACULTY, 2014-15, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Garren, Cynthia	Theatre	II
Gibson, Daniel	Criminal Justice	IV
Jorgensen II, Kenneth	Criminal Justice	IV
Rice, Carrie	Aerobics	IV

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name Thomas C. Leitzel.

SUBJECT: AFFILIATION AGREEMENT – OKEECHOBEE COUNTY FIRE AND RESCUE
DEPARTMENT

Approval is requested to enter into a **new** affiliation agreement between South Florida State College Emergency Medical Services program and the Okeechobee County Fire and Rescue Department. This agreement will allow EMT students the opportunity to engage in a supervised learning experiences consisting of agency ambulance ride along opportunities.

SUGGESTED MOTION:

Move to approve entry into a new affiliation agreement with Okeechobee County Fire and Rescue Department as presented.



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed next to the name Thomas C. Leitzel.

SUBJECT: AFFILIATION AGREEMENT – BAYCARE HEALTH SYSTEM, INC.

Approval is requested to enter into a **new** affiliation between South Florida State College Biomedical Technology program and BayCare Health System, Inc. This agreement will allow biomedical technology students the opportunity to engage in a clinical practicum at the Winter Haven Hospital.

SUGGESTED MOTION:

Move to approve entry into a new affiliation agreement with BayCare Health System, Inc., as presented.



OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: MEMORANDUM OF UNDERSTANDING – HOLIDAY INN EXPRESS

Approval is requested to enter into a **new** memorandum of understanding between South Florida State College and Holiday Inn Express for the purpose of providing bachelors and associate degree students an opportunity to participate in internship experiences at the Holiday Inn Express. There are three hotels in our service district that will provide internship opportunities.

SUGGESTED MOTION:

Move to approve entry into a new memorandum of understanding with Holiday Inn Express as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: GRANT APPLICATION – ADULT EDUCATION ESOL PROGRAM

Approval is requested for submission and acceptance, if funded, of the following described grant proposal:

Title: Adult Education ESOL Program
Source: Dollar General Literacy Foundation
Amount: \$15,000
Purpose: If funded, this project will focus on improving the quality of ESOL instruction at satellite classroom locations, by implementing laptops for use in student assessment instruments along with other mobile hardware so that students can access online instructional aides and software (Edmentum, Burlington English). In addition to the Highlands Campus, SFSC currently offers ESOL instruction at the Lake Placid Center and Hardee Campus.

SUGGESTED MOTION:

Move to approve the submission and acceptance, if funded, of the described grant proposal.



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL WARRANT SUMMARY

The law requires that warrants be approved and made available for review. Detailed information on all disbursements for February 2015 is summarized below and is available at any time in the College Business Office.

SUGGESTED MOTION:

Move to approve the monthly accounts payable/monthly payroll check register as presented.

Accounts Payable:								
	2014/2015 Checks		2014/2015 Electronic Payments		2014/2015 P-Card		2014/2015 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	436	\$515,026.45	137	\$910,406.45	440	\$276,892.63	1013	\$1,702,325.53
Aug	184	283,786.52	265	1,141,251.28	445	239,322.04	894	\$1,664,359.84
Sept	1360	1,537,682.70	251	880,149.26	486	255,527.16	2097	\$2,673,359.12
Oct	777	993,598.75	330	1,400,912.76	711	294,337.57	1818	\$2,688,849.08
Nov	443	434,454.74	215	1,201,217.03	687	258,779.60	1345	\$1,894,451.37
Dec	262	225,581.73	187	1,265,006.07	693	288,719.06	1142	\$1,779,306.86
Jan	261	384,764.04	214	1,055,059.85	473	263,785.59	948	\$1,703,609.48
Feb	1555	1,982,343.99	245	1,037,272.36	544	290,939.63	2344	\$3,310,555.98
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	5278	\$6,357,238.92	1844	\$8,891,275.06	4479	\$2,168,303.28	11601	\$17,416,817.26

Payroll:								
	2014/2015 Checks		2014/2015 Electronic Payments				2014/2015 Totals	
	No.	Amount	No.	Amount			No.	Amount
July	40	\$47,127.04	470	\$835,287.35			510	\$882,414.39
Aug	24	35,253.90	379	810,518.73			403	\$845,772.63
Sept	22	33,839.51	384	804,962.39			406	\$838,801.90
Oct	26	35,101.28	458	879,164.79			484	\$914,266.07
Nov	31	38,182.69	466	952,158.52			497	\$990,341.21
Dec	33	45,531.07	468	904,113.12			501	\$949,644.19
Jan	35	42,952.88	436	825,707.34			471	\$868,660.22
Feb	24	29,682.73	450	847,708.04			474	\$877,390.77
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	235	\$307,671.10	3511	\$6,859,620.28			3746	\$7,167,291.38

Accounts Payable:						
	2013/2014			2014/2015		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	979	\$1,490,702.22	\$ 1,490,702.22	1,013	\$1,702,325.53	\$1,702,325.53
August	1,019	1,604,535.32	\$ 3,095,237.54	894	1,664,359.84	\$3,366,685.37
September	1,092	1,281,564.10	\$ 4,376,801.64	2,097	2,673,359.12	\$6,040,044.49
October	2,657	3,380,925.46	\$ 7,757,727.10	1,818	2,688,849.08	\$8,728,893.57
November	1,348	1,522,912.24	\$ 9,280,639.34	1,345	1,894,451.37	\$10,623,344.94
December	1,061	1,351,062.70	\$ 10,631,702.04	1,142	1,779,306.86	\$12,402,651.80
January	1,097	958,716.83	\$ 11,590,418.87	948	1,703,609.48	\$14,106,261.28
February	2,417	3,208,315.55	\$ 14,798,734.42	2,344	3,310,555.98	\$17,416,817.26
March	1,129	1,826,916.56	\$ 16,625,650.98			
April	1,237	1,405,293.99	\$ 18,030,944.97			
May	1,136	1,574,650.14	\$ 19,605,595.11			
June	1,504	1,693,417.07	\$ 21,299,012.18			
Totals	16,676	\$21,299,012.18		11,601	\$17,416,817.26	

Payroll:						
	2013/2014			2014/2015		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	519	\$872,018.27	\$872,018.27	510	\$882,414.39	\$882,414.39
August	392	848,097.66	\$1,720,115.93	403	845,772.63	\$1,728,187.02
September	434	824,166.32	\$2,544,282.25	406	838,801.90	\$2,566,988.92
October	458	881,715.09	\$3,425,997.34	484	914,266.07	\$3,481,254.99
November	487	882,265.39	\$4,308,262.73	497	990,341.21	\$4,471,596.20
December	486	928,786.26	\$5,237,048.99	501	949,644.19	\$5,421,240.39
January	478	878,818.67	\$6,115,867.66	471	868,660.22	\$6,289,900.61
February	461	872,710.43	\$6,988,578.09	474	877,390.77	\$7,167,291.38
March	485	884,218.76	\$7,872,796.85			
April	476	916,405.06	\$8,789,201.91			
May	484	925,299.99	\$9,714,501.90			
June	424	883,562.17	\$10,598,064.07			
Totals	5584	\$10,598,064.07		3746	\$7,167,291.38	

6.0 Planning and Policy Issues



OFFICE OF THE PRESIDENT

Item 6.1.1

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: POLICY IMPLEMENTATION: POLICY 4.12 BAD CHECKS AND OUTSTANDING DEBTS

While the President is charged with developing the College's administrative procedures for handling outstanding debts, Board policy should also require that procedures include provision for the write off of uncollectible accounts on a regular basis. Further, the Board policy should allow the President to develop procedures to restrict further services to debtors per statutory authority. Both of these considerations have been incorporated into the recommended changes to the policy and to provide authority for longstanding administrative procedures. Administrative Procedure 4020, Outstanding Debt, contains rules for handling outstanding debts, has provided for the annual write-off of uncollectible debts more than two years old, and restricts the provision of future services to debtors.

The removal of the references to bad checks from the policy title and the procedural descriptions of handling bad checks from the policy wording is being recommended so that bad checks are treated in the same manner as any other form of outstanding debt.

These changes to Policy 4.12 are offered for your consideration as presented.

SUGGESTED MOTION:

Move to approve the recommended changes to Policy 4.12 Bad Checks and Outstanding Debts as presented.

600 West College Drive, Avon Park, Florida 33825-9356 | 863-453-6661

AN EQUAL ACCESS / EQUAL OPPORTUNITY INSTITUTION | ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

**SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES**

POLICY NO. 4.12

TITLE: ~~BAD CHECKS AND~~ OUTSTANDING DEBTS

LEGAL AUTHORITY: FLORIDA STATUTES: 1001.64, 1001.65, 1010.03

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

The president may take such legal action or establish such procedures as are necessary to effect payment of ~~any check which has been given to the college in payment of a debt, any check cashed by the college when the check has been returned unpaid to the college a second time, or for~~ any outstanding debt to the college, including but not limited to Title IV repayments, fines, bad checks, contractual obligations, special fees, incorrect payment of salaries and/or reimbursement for loss of or damage to college property. The procedures should include provision to write off uncollectible accounts on a regular basis with any debts to be written off being presented for the District Board of Trustees approval. In addition, the president may adopt rules to restrict further services to the debtors.

HISTORY: Last ~~Reviewed 6/27/12~~ Revised: XX/XX/XX

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/1/04, 7/1/07, 7/22/09, 6/27/12

Revised: 10/24/01, XX/XX/XX

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

I. PROGRAM REVISIONS

Modify the following two occupational crossover programs; revisions will align with Criminal Justice Standards and Training Commission requirements, effective Fall 2015 (201610). The Correctional to Law Enforcement (Crossover) program length will increase from 489 to 515 contact hours. The Law Enforcement to Correctional (Crossover) will increase from 156 to 172 hours.

Correctional to Law Enforcement (Crossover) #3342 - OC

- CJK 0061 Patrol I replace with CJK 0064 Fundamentals of Patrol (35 contact hours)
- CJK 0071 Criminal Investigations replace with CJK 0077 Criminal Investigations (50 contact hours)
- CJK 0076 Crime Scene Investigations replace with CJK 0078 Crime Scene to Courtroom (35 contact hours)
- CJK 0082 Traffic Stops replace with CJK 0087 Traffic Stops (30 contact hours)
- CJK 0083 DUI Traffic Stops replace with CJK 0084 DUI Traffic Stops (24 contact hours)
- CJK 0086 Traffic Crash Investigations replace with CJK 0088 Traffic Crash Investigations (32 contact hours)
- CJK 0092 Critical Incidents (44 contact hours) - New
- CJK 0290 Introduction and Legal Overview replace with CJK 0293 Overview of Law Enforcement (Crossover) (64 contact hours)
- CJK 0291 Human Interaction and Communications replace with CJK 0297 Interacting in Crisis Situations (Crossover) (10 contact hours)
- CJK 0292 Response to Human Issues - Delete
- CJK 0294 Patrol II (Crossover) replace with CJK 0065 Calls for Service (36 contact hours)
- CJK 0296 Reporting Procedures (Crossover) (32 contact hours) - New

Law Enforcement to Correctional (Crossover) #3344 - OC

- CJK 0205 Law Enforcement Crossover to Correctional Responding to Incidents and Emergencies (12 contact hours) - New
- CJK 0315 Facility and Equipment (8 contact hours) - New
- CJK 0320 Intake and Release (18 contact hours) - New

- CJK 0350 Introduction and Legal replace with CJK 0200 Overview of Corrections (14 contact hours)
- CJK 0351 Correctional Procedures - Delete
- CJK 0352 Officer Safety (Crossover) replace with CJK 0310 Officer Safety (16 contact hours)
- CJK 0353 Supervising Special Populations (Crossover) replace with CJK 0330 Supervising Special Populations (20 contact hours)

II. PROGRAM DELETION

Delete following occupational program; there has been no demand for the past 5 years, effective Summer 2015 (201530):

Correctional to Correctional Probation (Crossover) #3274 – OC

III. COURSE REVISIONS

Revise following course numbers and titles due to changes in the Bachelor of Science in Elementary Education; modifications are to match topics covered in each course, effective Summer 2015 (201530).

TSL 3080 Theory and Practice of Teaching ESOL Students in Schools replace with **TSL 3243 Foundations of ESOL - Second Language Acquisition, Communication, and Culture**
TSL 4240 Issues in Second Language Acquisition replace with **TSL 4347 Methods of Teaching and Assessing ESOL Students**

Modify following courses' prerequisite; the order in which courses are taken has been streamlined, effective Fall 2015 (201610).

ETP 0171 Pole Line Equipment I - Remove prerequisite
ETP 0172 Pole Line Equipment II - Remove prerequisite
ETP 0175 Underground Distribution - Remove prerequisite
ETP 0177 Installing Overhead Conductors - Remove prerequisite
TRA 0260 CDL for Electrical Line Service I - Remove ETP 0179 from prerequisite
TRA 0261 CDL for Electrical Line Service II - Add "or Instructor's Approval" to prerequisite
TRA 0262 CDL for Electrical Line Service III - Add "or Instructor's Approval" to prerequisite

Change MAC 2311 and MAC 2311 Honors' prerequisite by adding "or MAC 1147 with a grade of C or higher" to provide students with an alternative prerequisite, effective Summer 2015 (201530).

MAC 2311 Calculus I with Analytic Geometry
MAC 2311 Calculus I with Analytic Geometry Honors

IV. COURSE DELETIONS

Courses listed below fall in accordance with Procedure 2092 that identifies that courses not taught during the past five years, and will not be offered in the future, should be removed from the college catalog and Statewide Course Numbering System. We request deletion of the following courses, effective Summer 2015 (201530).

ACG 2500 Government Accounting
ARR 0940 Vocational Internship in Auto Body and related fee
ART 2541C Watercolor Painting II and related fee
ART 2947 Co-op Education Training Assignment in Commercial and Advertising
CET 2930C Selected Topics in Computer Networking and related fee
CHD 1104 Introduction to Early Childhood Education
CHM 2124C Introduction to Quantitative Chemical Analysis and related fee
CJE 2500 Police Operations
CJK 0230 Correctional Probation Legal and Communications and related fee
CJK 0231 Correctional Probation Supervision

CJK 0232	Correctional Probation Investigations
CJK 0235	Probation Officer Wellness
COP 2810	Programming for the Internet and related fee
CTS 2106	Fundamentals of Unix and related fee
EEC 1000	Child Growth and Development
EEC 1407	Facilitating Social Development
EEC 1601	Observing Children
EEC 1941	Practicum
EEC 2002	Program Management
EEC 2200	Preschool Curriculum I
EEC 2202	Preschool Curriculum II
EEC 2401	Professional Networking
EEC 2732	Infants, Toddlers, and Caregivers
EEC 2940	Internship in Child Care
FFP 2401	Hazardous Materials Emergency Operations
FFP 2402	Hazardous Materials II
FFP 2423	Hazardous Materials III
FNR 1949	Co-op Education Training Assignment in Forestry/Natural Resources
FOS 2201	Sanitation and Safety
FRE 2220	Intermediate French I
FRE 2221	Intermediate French II
FSS 1063C	Introduction to Baking and related fee
FSS 1224C	Food Preparation for Managers and related fee
FSS 1248C	Garde-Manger and related fee
FSS 2120	Hospitality Purchasing
FSS 2251	Food and Beverage Controls
FSS 2930	Selected Topics in Food Service
FSS 2949	Co-op in Food Service
HFT 1000	Introduction to Hospitality Management
HFT 2530	Hospitality Merchandising and Advertising
HFT 2940	Internship in Hotel, Motel, Restaurant Management
HFT 2949	Co-op Education Training Assignment in Hotel/Motel/Restaurant Man
HIS 2206	Contemporary History
HUM 2701	Humanities Overseas Study Program
REE 2949	Co-op Education Training Assignment in Real Estate

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FEE PROPOSAL

Consideration of the following fee proposal is requested:

Delete Fee – fee no longer needed; students creating ePortfolio through D2L.

Course Prefix#	Course Title	New Fee	Proposed Fee	Effective Term
SSE 3312	Teaching Social Science in the Elementary School	\$14.00	Delete	Summer 2015

SUGGESTED MOTION:

Move to approve the curriculum proposal as presented.

8.0 Purchasing and Other Action Items

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: MARCH 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: RESOURCE DEVELOPMENT REPORT

Donations and Pledges to the SFSC Foundation, Inc.

The following chart presents a summary listing of all donations and pledges made to the SFSC Foundation since the February 2015 meeting of the College District Board of Trustees. The included dates are February 11, 2015 through March 6, 2015. The total amount being reported is **\$5,983.02**.

South Florida State College Foundation, Inc

Gift Summary Report 2/11/15 - 3/6/15

Fund ID	Fund Description	Gift Count	Cash	Pledges	Other	Total
1000	Unrestricted	41	\$3,670.50	\$0.00	\$200.00	\$3,870.50
2000	Jacaranda Restoration Fund	3	\$306.00	\$300.00	\$0.00	\$606.00
5011	SFSC General Scholarship	7	\$106.00	\$0.00	\$0.00	\$106.00
5014	Joe Johnston/Bette McDearman Memor	1	\$20.00	\$0.00	\$0.00	\$20.00
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5031	SFSC Community Fund	7	\$51.00	\$0.00	\$0.00	\$51.00
5032	SFSC Library Donations	3	\$35.00	\$0.00	\$0.00	\$35.00
5045	Athletic Booster Club	2	\$15.00	\$0.00	\$0.00	\$15.00
5057	Phi Theta Kappa	1	\$10.00	\$0.00	\$0.00	\$10.00
5095	Dental Programs	2	\$145.00	\$0.00	\$0.00	\$145.00
5108	MOFAC	2	\$7.50	\$0.00	\$0.00	\$7.50
5110	Highlands County Bar Association Scholarship	1	\$20.00	\$0.00	\$0.00	\$20.00
5148	Norman L. Stephens Endowment	2	\$40.00	\$0.00	\$0.00	\$40.00
5158	TSIC Scholarships	9	\$76.52	\$0.00	\$0.00	\$76.52
6005	SFSC General Endowment Fund	4	\$730.00	\$0.00	\$0.00	\$730.00
6006	Alumni Association Fund	2	\$250.00	\$0.00	\$0.00	\$250.00
Grand Totals:			\$5,483.02	\$300.00	\$200.00	\$5,983.02
88 Gift(s) listed						
75 Donor(s) listed						



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: MARCH 25, 2015

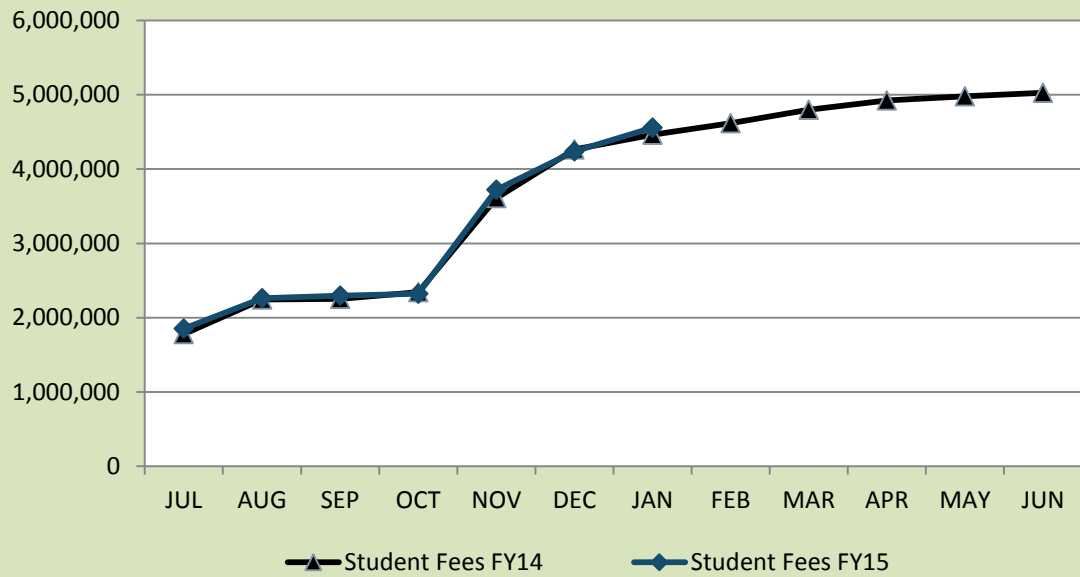
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

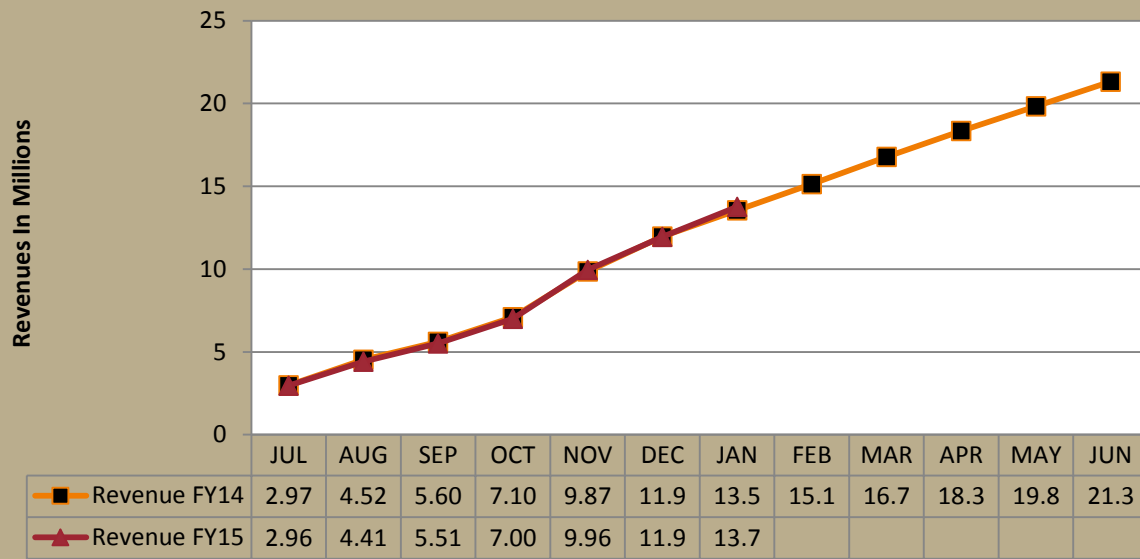
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the graphs and summary of revenue and expenditures of the College through January 2015.

**South Florida State College
Fund 1 Student Fee Revenue, FY 14 vs FY 15**

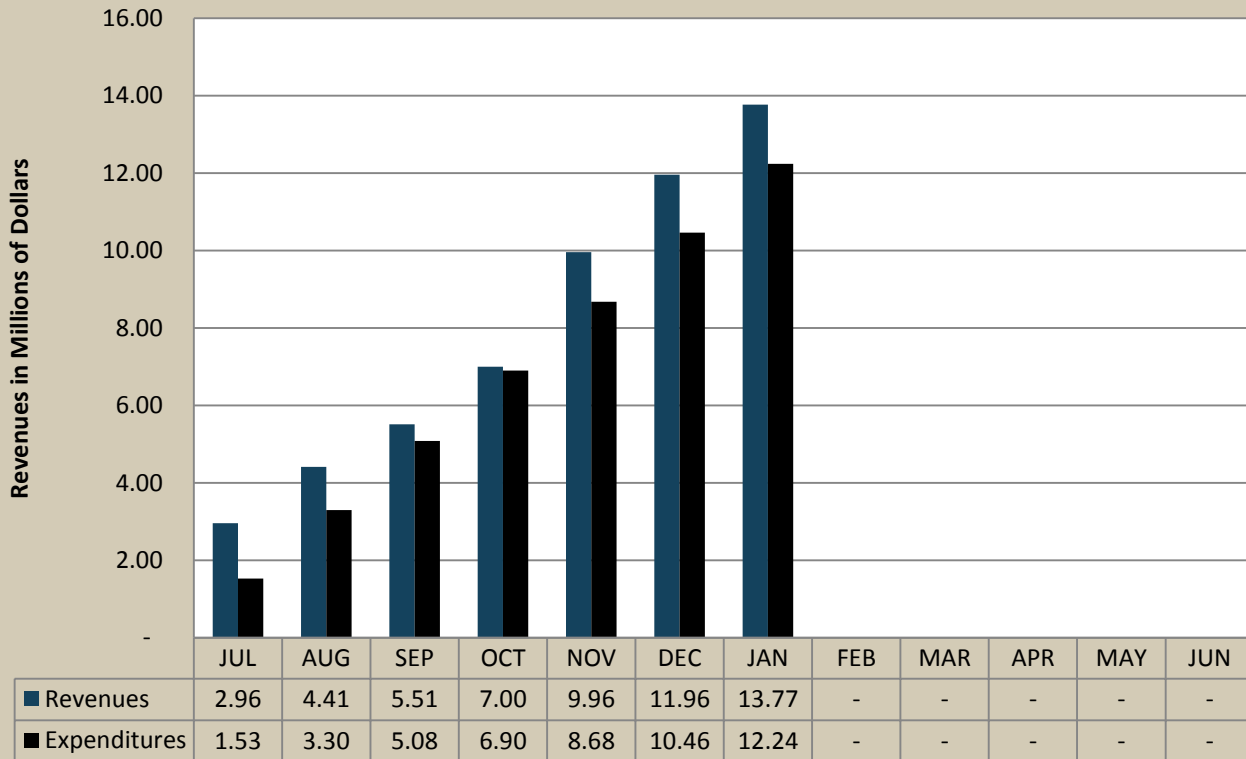


South Florida State College Fund 1 Total Revenue, FY 14 vs FY 15



■ Revenue FY14 ▲ Revenue FY15

South Florida State College Fund 1 Total Revenues & Expenditures FY 15



South Florida State College Revenues and Expenditures For the Month Ended January 31, 2015					
Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Tuition and Out of State Fees	\$ 4,439,163.00	\$ 3,971,612.12	\$ 467,550.88	89.47%
404XX	Lab Fees	406,950.00	333,594.82	73,355.18	81.97%
408XX	Technology Fees	188,250.00	171,153.85	17,096.15	90.92%
409XX	Other Student Fees	122,820.00	81,505.27	41,314.73	66.36%
41600	Grants and Contracts from Counties	18,000.00	9,000.00	9,000.00	50.00%
42110	FCSPP-General Revenue	12,303,849.00	7,177,219.00	5,126,630.00	58.33%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPP-Lottery	3,575,283.00	1,589,016.00	1,986,267.00	44.44%
42900	Indirect Cost Recovered - State	500.00	-	500.00	0.00%
43900	Indirect Costs Recovered - Federal	100,000.00	93,681.93	6,318.07	93.68%
44100	Cash Contributions	14,172.00	12,227.10	1,944.90	86.28%
44400	Private Grants and Contracts	775.00	775.00	-	100.00%
46400	Use of College Facilities	79,750.00	37,624.96	42,125.04	47.18%
466XX	Other Sales and Services	218,500.00	151,138.17	67,361.83	69.17%
48100	Interest and Dividends	6,000.00	3,207.46	2,792.54	53.46%
487XX	Fines and Penalties	2,675.00	2,182.04	492.96	81.57%
49XXX	Transfers and Other Revenue	331,332.00	137,389.17	193,942.83	41.47%
	Total Revenue	\$21,810,169.00	\$ 13,771,326.89	\$ 8,038,842.11	63.14%
51XXX	Management	\$ 1,829,572.40	\$ 1,079,967.20	\$ 749,605.20	59.03%
52XXX	Instruction	4,602,916.45	2,416,838.87	2,186,077.58	52.51%
53XXX	Other Professional	2,876,459.53	1,630,898.34	1,245,561.19	56.70%
54XXX	Career Staff	2,603,341.85	1,545,634.34	1,057,707.51	59.37%
56XXX	Other Personnel Services-Instructional	1,021,844.00	497,156.86	524,687.14	48.65%
57XXX	Other Professional-Tech/Clerical/Trade	114,990.00	49,156.70	65,833.30	42.75%
58000	Student Employment -Inst Work Study	25,000.00	10,350.71	14,649.29	41.40%
58500	Employees Awards	11,500.00	10,250.00	1,250.00	89.13%
58501	Non-Recurring	97,620.00	97,692.00	(72.00)	100.07%
59XXX	Benefits	4,032,820.00	2,084,157.14	1,948,662.86	51.68%
	Total Personnel	\$17,216,064.23	\$ 9,422,102.16	\$ 7,793,962.07	54.73%
605XX	Travel	\$ 324,090.00	\$ 129,505.42	\$ 194,584.58	39.96%
61000	Freight and Postage	34,625.00	21,460.17	13,164.83	61.98%
615XX	Telecommunications	70,000.00	27,547.50	42,452.50	39.35%
62000	Printing	82,075.00	22,084.64	59,990.36	26.91%
625XX	Repairs and Maintenance	967,707.00	627,682.52	340,024.48	64.86%
63000	Rentals	166,661.00	87,069.45	79,591.55	52.24%
635XX	Insurance	343,288.00	222,319.92	120,968.08	64.76%
640XX	Utilities	1,350,600.00	723,094.44	627,505.56	53.54%
645XX	Other Services	621,005.00	327,000.45	294,004.55	52.66%
64700	Grant Aid	4,280.00	2,229.50	2,050.50	52.09%
650XX	Professional Fees	182,435.00	81,325.75	101,109.25	44.58%
655XX	Education Office/Dept Material Supp	505,259.00	278,273.86	226,985.14	55.08%
657XX	Data Software - Non-Capitalized	41,713.00	21,637.24	20,075.76	51.87%
665XX	Other Materials and Supplies	399,685.00	137,348.20	262,336.80	34.36%
670XX	Subscriptions/Library Books	49,500.00	32,616.37	16,883.63	65.89%
67500	Purchases for Resale	54,005.00	29,663.60	24,341.40	54.93%
680XX	Scholarships	40,000.00	22,828.50	17,171.50	57.07%
69XXX	Transfers and Other Expenses	75,980.00	10,208.76	65,771.24	13.44%
	Total Current Expenses	\$ 5,312,908.00	\$ 2,803,896.29	\$ 2,509,011.71	52.78%
706XX	Minor Equipment >1000<5000	\$ 29,032.00	\$ 11,701.50	\$ 17,330.50	40.31%
	Total Capital Outlay	\$ 29,032.00	\$ 11,701.50	\$ 17,330.50	40.31%