



**SFSC  
District Board of Trustees  
Regular Meeting  
May 27, 2015**

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

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**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**

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**1.0 *Call to Order and Preliminary Matters***



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of May 27, 2015 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of May 27, 2015 as presented.**

**AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
MAY 27, 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 – April 22, 2015
  - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introductions
  - 2.2 Employee Retirement Acknowledgement
- 3.0 Public Comment
- 4.0 Presentation
  - 4.1 Fall Enrollment Campaign Review
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Agreements and Contracts
    - 5.2.1 Lease Agreements – Hotel Jacaranda and SFSC Teacherage
    - 5.2.2 Contracts for Private Attorney Services 2015-16 and Reappointment of College Attorney
    - 5.2.3 Dual Enrollment Agreements – Schools and School Districts for the 2015-2016 Academic Year
    - 5.2.4 Training Agreement – CareerSource Heartland
    - 5.2.5 Training Agreement – CareerSource Polk
    - 5.2.6 Training Agreement – CareerSource Southwest
  - 5.3 Grant Applications
    - 5.3.1 Advanced Tools and Techniques for Rapid Detection, Tracking, and Mapping of Asian Citrus Psyllids over Large Area - \$4,000,000 (estimated)
    - 5.3.2 Citrus Production Systems: Using Advanced Technologies for Rapid Assessment of Disease Progression Rate and Effectiveness of Various Treatments in Controlling Citrus Greening - \$4,000,000 (estimated)
  - 5.4 Operating Actions
    - 5.4.1 Monthly Accounts Payable & Payroll Check Register
    - 5.4.2 Property Deletion & Disposals
    - 5.4.3 Uncollectible Debt
- 6.0 Planning and Policy Issues
  - None

- 7.0 Academic and Student Matters
  - 7.1 Curriculum Proposals
  - 7.2 Fee Proposals
- 8.0 Other Action Items
  - 8.1 Annual Facilities Inspection Summary Report
  - 8.2 Capital Improvement Program (CIP)
  - 8.3 Recertification of Direct Support Organization
- 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: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – APRIL 22, 2015

It is recommended that the minutes of the regular meeting held April 22, 2015 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the April 22, 2015 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
APRIL 22, 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:**

<b>Staff Present:</b>	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. Leana Revell	Dr. Chris van der Kaay	Mrs. June Weyrauch
	Dr. Tim Wise	Dr. Deborah Fuschetti	Ms. Jane Hancock

**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. Puckorius, to adopt the agenda of the regular meeting held April 22, 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. Cullens made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held March 25, 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. The Trustees asked that the meeting for September 19, 2015 be moved to September 30, 2015. This will allow Dr. Leitzel to serve on a SACSCOC On-site Reaffirmation Committee at Middle Georgia State College in Macon, Georgia, September 22-24, 2015.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

None

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

**4.1 Student Life, Activities, Athletics, and Services**

Dr. Tim Wise introduced Mr. Rick Hitt, athletic director, who introduced the baseball team, volleyball team and Coach Kim Crawford; and softball team and Coach Carlos Falla. Mr. Hitt then introduced Mr. Andy Polk, student activities director, who introduced members of the Student Government Association and advisors and members of clubs and organizations.

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments, full-time career service staff; full-time faculty; resignation; reappointments, full-time professional staff 2015-16; full-time career staff 2015-16; and adjunct faculty, 2014-15, academic year as needed.

**(EXHIBIT "A")**

**5.2 Agreement and Contracts**

None

**5.3 Grant Applications**

**5.3.1 Adult General Education**

Florida Department of Education \$217,863.00

**5.3.2 EL/Civics Highlands**

Florida Department of Education \$43,544.00

**5.3.3 EL/Civics Hardee**

Florida Department of Education \$23,642.00

**5.3.4 Perkins Rural and Sparsely Populated**

Florida Department of Education 224,941.10

**5.3.5 Pro Bono Dental Services**

Highlands County Hospital District \$15,000.00

**5.3.6 Specific Cultural Presenter Project –  
SFSC Cultural Program Series**

Florida Division of Cultural Affairs \$25,000.00

**5.3.7 Developing Hispanic-Serving Institutions**

US Dept of Ed., Office of Postsecondary Ed. \$2,500,000.00

**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 March 2015. **(EXHIBIT "B")**

**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. Leana Revell introduced the curriculum proposals. **(EXHIBIT "C")**

**Mrs. Rider made a motion, seconded by Mrs. Cullens, 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 Annual Equity Report Update

Dr. Wise, Dr. van der Kaay, and Mrs. Susie Hale presented the SFSC 2015 Annual Equity Report Update. Dr. Leitzel reported the results of the 2014 Equity Report. **(EXHIBIT "D")**

**Mr. Wright made a motion, seconded by Mr. Bryan, to accept SFSC's Annual Equity Report Update for 2015, and to authorize its submission to the Florida Department of Education 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 Resource Development

Mr. Appelquist reported on funded grants and donations and pledges.

#### **I. Funded Grants**

- |  |         |
|--|---------|
| A. ESOL Health Literacy                      |         |
| Florida Blue Foundation                      | \$5,000 |
| B. Cultural Programs and Advertising Funds   |         |
| Highlands County Tourist Development Council | \$1,000 |

#### **II. Donations and Pledges**

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$32,853.12** from March 7, 2015 through April 7, 2015.

### 9.3 Financial Report

Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of February 2015 as information items. **(EXHIBIT "E")**

### 9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Thanked Dr. Wise for the SFSC Students presentation.
2. Shared photos of SFSC 50<sup>th</sup> Anniversary signage at the college and reviewed the upcoming anniversary events – a luncheon honoring former trustees and retired employees, May 21; Hardee Campus Mud Run, September 19; Alumni Art Show, October 25; and the Lake Placid Center Sock Hop, November 7. The Masquerade Ball scheduled for October is currently on hold. He reminded Trustees of the upcoming SFSC Foundation Spring Gala on April 25.
3. Acknowledged Administrative Professional's Day.

4. Acknowledged Earth Day 2015. Stated that SFSC Art students dedicated the art path to the Chickee Hut to Dr. Leana Revell for her support over the past 11 years at the college. She will retire June 30<sup>th</sup>.
5. Mr. Erik Christensen, physics professor, was honored as a "textbook hero" by Rice University and was present for the formal dedication of the "Christenson Conference Room" at the private research university in Houston, TX.
6. Shared information regarding April 9 – Rally in Tally event, including the All-Florida Academic Teams Awards Ceremony. Five SFSC PTK students were on the team. One of the five received a silver scholarship and another received a bronze scholarship awarded by the Coca-Cola Scholars Foundation. SFSC students were encouraged to complete a postcard with the question, "How will an increased investment from the Legislature impact your college experience? They were then taken to Tallahassee. Special thanks to SFSC Phi Theta Kappa (PTK) Advisors: Kim Hemler, Dr. Cate Cover, and Michelle Macbeth.
7. Local Happenings: Shared photos from - 2015 SFSC Student Art Show April 15-May 1 and Student Awards Day, April 17.
8. Dr. Lindsay Lynch gave an update on the USDA Farm Bill and the status of our application. She also gave a Federal Legislative Update.
9. VP Academic Affairs and Student Services update. Two candidates have been interviewed and three more are scheduled.
10. Foundation Executive Director Search update. Application review process begins April 30.
11. State Happenings: Update on Senate Bill 1252 – SFSC gets to keep its name.
12. State Funding Update: Both House and Senate on hold (pending breakthrough on Medicaid expansion.)
13. Shared that Performance Funding was developed and released through Commissioner Stewart's office. Was shared with the Council of Presidents on April 10. Now appears on the Florida College System website. The indicators now defined: job placement, cost to degree, completion, Pell completion, entry level wage, time to degree, retention, and milestone. Local indicator will be selected by DBOT, coincides with FCS Strategic Plan, and worth 10 points. Local measure choices: 1) Dual enrollment change; 2) Continuation - % of HS who enroll; 3) Awards earned; 4) Transfer rate: AA students who go on to SUS; and 5) Number of students in Distance Learning. Selection must be made by May 22. College staff selected #5 Students Enrolled in Distance Learning. The Trustees were in agreement to allow college staff to select #5 Number of students in Distance Learning.
14. Timeline for Performance Funding Implementation – presented as draft to State Board at June meeting; State Board votes in August; and may be funded retroactively on July 1.
15. Other Legislation discussion – textbook affordability and concealed weapons on campus.
16. Florida College System Chancellor not yet named.
17. Reminded Trustees of SFSC Spring Commencement, May 7.
18. Ticket price for *That 60's Show* performance is \$19.65 until May 20. Ms. Cindy Garren was recently appointed to the Highlands County Board of Tourism.
19. Mr. Don Appelquist threw out the first pitch of the last baseball game of the season. He was honored by the athletic department and student-athletics for his many years of service at the college. He will retire June 30.

**9.5 Board Attorney's Report**

Mrs. Karlson stated no report.

**9.6 Board Members' Reports**

Mr. Wright stated no report.

Mrs. Cullens stated no report.

Mr. Bryan stated no report.

Mrs. Puckorius stated no report.

Mr. Backer stated no report

Dr. Kirschner stated no report.

Mrs. Rider stated no report.

**9.7 Board Chair Report**

Mr. Lambert recommended SFSC submit the names of Audrey Vickers and Charles Stidham to ACCT for recognition at the October ACCT Leadership Conference. The Trustees unanimously agreed. At the conference, ACCT will continue the tradition of honoring the service of current or former community, technical, and junior college trustees who passed away during the months of October 2014-September 2015 – in the *In Memoriam* moment of silence.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 8:40 p.m.



OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: MAY 27, 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

MAY 2015	JUNE 2015	JULY 2015
<p>7 Spring Commencement</p> <p>20 <b>**Trustees/Retirees Reminiscing Reception 4:30-6:00 PM, Hotel Jacaranda</b></p> <p>21 <b>**Trustees/Retirees Luncheon, noon University Center</b></p> <p>27 Board Meeting, 6 PM, Highlands Campus</p> <p>28 Retirement Reception, Don Appelquist, 4:30 PM Hotel Jacaranda</p>	<p>17 Retirement Dinner, Leana Revell, 6:30 PM, Hotel Jacaranda</p> <p>19 Assoc. Degree in Nursing Pinning, 6:00 PM SFSC Theatre</p> <p>24 Budget Workshop, 4 PM followed by Board Meeting, 6PM, Highlands Campus</p> <p>26 <b>**That '60s Show, 7:30 PM Theatre for the Performing Arts</b></p>	<p>22 Board Meeting, 6 PM Highlands Campus</p>
AUGUST 2015	SEPTEMBER 2015	OCTOBER 2015
<p>17 Convocation</p> <p>26 *Board Meeting, 6 PM Highlands Campus</p>	<p>19 <b>**Hardee Campus Mud Run 9:00 AM</b></p> <p>30 *Board Meeting, 6 PM Highlands Campus</p>	<p>14-17 ACCT Leadership Congress San Diego, CA</p> <p>15 <b>**Coming Home: MOFAC An exhibition of artwork by SFSC alumni</b></p> <p>28 *Board Meeting, 6 PM Highlands Campus</p>
NOVEMBER 2015	DECEMBER 2015	JANUARY 2016
<p>7 <b>**Lake Placid Center Sock Hop, 7-10 PM</b></p> <p>11-13 66<sup>th</sup> AFC Annual Meeting and Conference, Orlando</p>	<p>9 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p> <p>17 Fall Commencement</p>	<p>27 *Board Meeting, 6 PM Highlands Campus</p>
FEBRUARY 2016	MARCH 2016	APRIL 2016
<p>24 *Board Meeting, 6 PM Highlands Campus</p>	<p>23 *Board Meeting, 6 PM Highlands Campus</p>	<p>27 *Board Meeting, 6 PM Highlands Campus</p>

\*Tentative

**\*\* SFSC 50<sup>th</sup> Anniversary Events**

## ***2.0 Communications, Introductions, and Recognitions***



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Richard Shepard	Interim Instructor, EMS	Steve Ashworth	04/15/15
David Sostre	Grounds Maintenance	Steven Noel	04/13/15



OFFICE OF THE PRESIDENT

**Item 2.2**

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: EMPLOYEE RETIREMENT

It is recommended that the retirement of Ms. Dean Jordan, accounting coordinator in the Business Office, be recognized for her many years of service to South Florida State College. Ms. Jordan has been with the college over 40 years.

**SUGGESTED MOTION:**

**Move to recognize the retirement of Ms. Dean Jordan for her many years of service to South Florida State College.**



### **3.0 *Public Comment***

## **4.0 *Presentations***

***5.0 Consent Agenda Action Items***



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: MAY 27, 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.**

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	<b>CONSENT AGENDA ACTION ITEMS</b>	<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>22</b>
<b>5.2</b>	<b>Agreement and Contracts</b>	
	<b>5.2.1 Lease Agreement – Hotel Jacaranda and SFSC Teacherage</b>	<b>24</b>
	<b>5.2.2 Contracts for Private Attorney Services 2015-16 and Reappointment of College Attorney</b>	<b>25</b>
	<b>5.2.3 Dual Enrollment Agreements – Schools and School Districts for the 2015-2016 Academic Year</b>	<b>26</b>
	<b>5.2.4 Training Agreement – CareerSource Heartland</b>	<b>27</b>
	<b>5.2.5 Training Agreement – CareerSource Polk</b>	<b>28</b>
	<b>5.2.6 Training Agreement – CareerSource Southwest</b>	<b>29</b>
<b>5.3</b>	<b>Grant Applications</b>	
	<b>5.3.1 Advanced Tools and Techniques for Rapid Detection, Tracking, and Mapping of Asian Citrus Psyllids over Large Area - \$4,000,000 (estimated)</b>	<b>30</b>
	<b>5.3.2 Citrus Production Systems: Using Advanced Technologies for Rapid Assessment of Disease Progression Rate and Effectiveness of Various Treatments in Controlling Citrus Greening - \$4,000,000 (estimated)</b>	<b>31</b>
<b>5.4</b>	<b>Operating Actions</b>	
	<b>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	<b>32</b>
	<b>5.4.2 Property Deletion &amp; Disposals</b>	<b>34</b>
	<b>5.4.3 Uncollectible Debt</b>	<b>36</b>



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: MAY 27, 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. APPOINTMENTS, ADMINISTRATIVE STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Valentine, Sidney	Vice President, Academic Affairs and Student Services	7/06/15

**II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Miller, Summer*	Coordinator, Recruitment and Retention	5/11/15
Cortazal, Manuel**	Coordinator, Public Relations	5/18/15
Ricker, April***	Senior Accountant	6/01/15

\* Transferred from Coordinator, Public Relations

\*\* Transferred from Coordinator, Grants Development

\*\*\* Transferred from Accountant, Revenues and Receivables

**III. APPOINTMENTS, CAREER SERVICES STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Ramos, Mandy	Accountant, Revenues and Receivables	5/18/15

\* Transferred from Resource Development Assistant, Planned Giving

**IV. APPOINTMENTS, FULL-TIME FACULTY:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Cavedo, Keith	Instructor, English	8/17/15
Little, Mary Ann*	Instructor, Psychology	8/17/15

\* Transferred from Director, Testing/Assessment

**V. RESIGNATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Diaz, Adrienne	Administrative Assistant II, Academic Support	5/15/15

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

<b><u>Name</u></b>	<b><u>Teaching Area</u></b>	<b><u>Rank</u></b>
Puckorius, Mary	Basic Home Computers I	III
Schenck, Charles	Commercial Vehicle Driving	IV

**SUGGESTED MOTION:**

**Move to approve the personnel recommendations as presented.**

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OFFICE OF THE PRESIDENT

**Item 5.2.1**

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: LEASE AGREEMENTS – HOTEL JACARANDA AND SFSC TEACHERAGE

Approval is requested to **renew** the following rental agreements between South Florida State College and the SFSC Foundation, Inc. for the 2015-2016 fiscal year as follows:

Site	2014-15 Monthly Rate	2015-16 Monthly Rate	Purpose of Lease
Hotel Jacaranda	\$ 6,085.00	<b>\$ 6,085.00</b>	Classroom and Lab Space
SFSC Teacherage	\$ 785.00	<b>\$ 785.00</b>	Classroom Space

**SUGGESTED MOTION:**

**Move to approve the renewal of lease agreements for the Hotel Jacaranda and the SFSC Teacherage as presented.**

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OFFICE OF THE PRESIDENT

**Item 5.2.2**

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CONTRACTS FOR PRIVATE ATTORNEY SERVICES 2015-2016 AND  
REAPPOINTMENT OF COLLEGE ATTORNEY

Approval is requested from the District Board of Trustees to enter into contracts for the July 1, 2015 through June 30, 2016 year with the firms currently engaged to represent South Florida State College as needed. We have been pleased with the services provided by Karlson Law Group, P.A., as the College Attorney, and Allen, Norton & Blue, P.A. for labor issues.

These firms have agreed to continue to provide services under the same terms and at the same rates as in 2014-2015. Summary data follows:

<u>Allen, Norton &amp; Blue, P.A.</u>		<u>Karlson Law Group, P.A.</u>
Annual Retainer	\$500.00	Retainer of \$1,000.00 per month to include up to six hours of consultation each month (including participation at monthly Board meetings.) Special work beyond the base six hours will be paid on an hourly basis of \$125.00 per hour.
Hourly Rates:		
▪ W. Reynolds Allen & Partners	\$200.00	
▪ Associates	\$200.00	
▪ Paralegals	\$ 85.00	

**SUGGESTED MOTION:**

**Move to approve contracting for continued legal services with Karlson Law Group, P.A. and Allen, Norton & Blue, P.A. for the 2015-2016 fiscal year under the terms and rates listed above.**



OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DUAL ENROLLMENT AGREEMENTS – SCHOOLS/SCHOOL DISTRICTS

Approval is requested to enter into **new** dual enrollment agreements between South Florida State College and the following schools and school districts for the 2015-2016 academic year:

Desoto County School District  
Hardee County School District  
Highlands County School District  
Highlands University Preparatory School  
Polk County School District  
Walker Memorial Academy

These agreements specify the roles and responsibilities between the college and the school/school district in regard to dual enrollment and collegiate high school offerings. Each agreement is reviewed annually by both parties and revised as needed.

**SUGGESTED MOTION:**

**Move to approve entry into new dual enrollment agreements with the above listed schools and school districts for the 2015-2016 academic year.**

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OFFICE OF THE PRESIDENT

Item 5.2.4

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING AGREEMENT – CAREERSOURCE HEARTLAND

Approval is requested to **renew** the training agreement between CareerSource Heartland and South Florida State College to serve as a training agent for 2015-2016. The agreement will allow clients of CareerSource Heartland to participate in training programs offered by SFSC. The contract renewal period is for one year.

**SUGGESTED MOTION:**

**Move to approve the renewal of a training agreement with CareerSource Heartland as presented.**

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OFFICE OF THE PRESIDENT

Item 5.2.5

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING AGREEMENT – CAREERSOURCE POLK

Approval is requested to **renew** the training agreement between CareerSource Polk and South Florida State College to serve as a training agent for 2015-2016. The agreement will allow clients of CareerSource Polk to participate in training programs offered by SFSC. The contract renewal period is for one year.

**SUGGESTED MOTION:**

**Move to approve the renewal of a training agreement with CareerSource Polk as presented.**

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OFFICE OF THE PRESIDENT

**Item 5.2.6**

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING AGREEMENT – CAREERSOURCE SOUTHWEST

Approval is requested to **renew** the training agreement between CareerSource Southwest and South Florida State College to serve as a training agent for 2015-2016. The agreement will allow clients of CareerSource Southwest to participate in training programs offered by SFSC. The contract renewal period is for one year.

**SUGGESTED MOTION:**

**Move to approve the renewal of a training agreement with CareerSource Southwest as presented.**



OFFICE OF THE PRESIDENT

**Item 5.3.1**

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – ADVANCED TOOLS AND TECHNIQUES FOR RAPID  
DETECTION, TRACKING, AND MAPPING OF ASIAN CITRUS PSYLLIDS OVER  
LARGE AREAS

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

**New Proposal**

Title: Advanced Tools and Techniques for Rapid Detection, Tracking, and Mapping of Asian Citrus Psyllids over Large Areas  
Agency: USDA Specialty Crop Research Initiative (SCRI) Citrus  
Amount: \$4 million (estimated)  
Description: SFSC is partnering with UF CREC, UF Center for Remote Sensing, UC-Davis, UC-Riverside, Boeing/Insitu, and Agralogics, a private, California-based company that using grower-friendly data analytics to support more efficient food production practices. The team will use grant funds to evaluate deployment of commercial thermotherapy treatment as a method to assess, track, and control the disease vector, Asian Citrus Psyllid (ACP). This is a 4-year project that will build on thermotherapy research funded in the SCRI Citrus Round 1 funding for Dr. Reza Ehsani at UF CREC to provide growers with a more cost-effective approach to disease management and psyllid control.

**SUGGESTED MOTION:**

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

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OFFICE OF THE PRESIDENT

**Item 5.3.2**

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – CITRUS PRODUCTION SYSTEMS: USING ADVANCED TECHNOLOGIES FOR RAPID ASSESSMENT OF DISEASE PROGRESSION RATE AND EFFECTIVENESS OF VARIOUS TREATMENTS IN CONTROLLING CITRUS GREENING

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

**Re-submission**

Title: *Citrus Production Systems: Using Advanced Technologies for Rapid Assessment of Disease Progression Rate and Effectiveness of Various Treatments in Controlling Citrus Greening*  
Agency: USDA Specialty Crop Research Initiative (SCRI) Citrus  
Amount: \$4 million (estimated)  
Description: SFSC is partnering with GTRI, the University of Pennsylvania (UPENN), and Boeing/Insitu to establish a disease progression curve for HLB (Citrus Greening), as well as tree response to disease treatment and management, and how crop production is impacted over the lifecycle of the disease. This proposal will contribute to grower practices for disease management and maintenance of a profitable crop production in the presence of the disease.

**SUGGESTED MOTION:**

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

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OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: MAY 27, 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 April 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.**



<b>Accounts Payable:</b>								
	<b>2014/2015 Checks</b>		<b>2014/2015 Electronic Payments</b>		<b>2014/2015 P-Card</b>		<b>2014/2015 Totals</b>	
	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	401	324,108.63	197	1,305,599.78	726	301,639.47	1324	\$1,931,347.88
April	300	219,229.84	257	833,450.03	555	198,337.36	1112	\$1,251,017.23
May							0	\$0.00
June							0	\$0.00
Totals	5979	\$6,900,577.39	2298	\$11,030,324.87	5760	\$2,668,280.11	14037	\$20,599,182.37

<b>Payroll:</b>								
	<b>2014/2015 Checks</b>		<b>2014/2015 Electronic Payments</b>				<b>2014/2015 Totals</b>	
	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	28	33,834.40	456	851,056.89			484	\$884,891.29
April	20	31,780.67	448	874,856.09			468	\$906,636.76
May							0	\$0.00
June							0	\$0.00
Totals	283	\$373,286.17	4415	\$8,585,533.26			4698	\$8,958,819.43

<b>Accounts Payable:</b>						
	<b>2013/2014</b>			<b>2014/2015</b>		
	# 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	1,324	1,931,347.88	\$19,348,165.14
April	1,237	1,405,293.99	\$ 18,030,944.97	1,112	1,251,017.23	\$20,599,182.37
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		14,037	\$20,599,182.37	

<b>Payroll:</b>						
	<b>2013/2014</b>			<b>2014/2015</b>		
	# 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	484	884,891.29	\$8,052,182.67
April	476	916,405.06	\$8,789,201.91	468	906,636.76	\$8,958,819.43
May	484	925,299.99	\$9,714,501.90			
June	424	883,562.17	\$10,598,064.07			
Totals	5584	\$10,598,064.07		4698	\$8,958,819.43	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PROPERTY DELETION AND DISPOSALS

Authorization is requested to delete items on the attached list of equipment totaling **\$61,618.09** from SFSC property records. These items have either been salvaged, are beyond repair, or are obsolete. The items will be held in storage until their disposal.

**SUGGESTED MOTION:**

**Move to authorize deletion of items presented on the attached list from property list.**

South Florida State College  
Disposal Items  
May-15

Tag #	Date Purchased	Description	Cost	Condition Code
6016	17-Jun-88	Electric Home Air Conditioner Simulator	\$ 4,956.00	Poor
8132	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8133	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8134	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8135	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8136	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8137	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8139	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8140	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8141	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8142	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8143	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8147	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8149	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8150	1-Nov-91	Oscilloscope	\$ 1,095.00	Poor
8151	1-Nov-91	Channel Oscilloscope	\$ 1,900.00	Poor
8792	1/27/1994	Multi-torso 52-part	\$ 2,957.27	Poor
8844	26-Oct-93	OZ Saver/Recovery System	\$ 1,495.00	Poor
9756	25-May-95	Hitachi Digital Oscilloscope	\$ 3,120.00	Poor
12114	16-Nov-99	Cisco 2514 Router	\$ 1,640.35	Poor
12115	16-Nov-99	Cisco 2501 Router	\$ 1,375.32	Poor
12117	16-Nov-99	Cisco 2501 Router	\$ 1,375.32	Poor
12118	16-Nov-99	Cisco 2501 Router	\$ 1,375.32	Poor
12119	20-Jan-00	FHP 3-Ton Air Conditioning System	\$ 1,225.94	Poor
12134	7-Dec-99	Trane EX1000 2-Ton A/C Unit	\$ 1,010.00	Poor
12799	25-Sep-01	Ice Cream Merchandizer	\$ 1,558.00	Poor
12830	23-Aug-01	Optoma EZ-Pro 610H LCD Projector	\$ 2,419.00	Poor
13169	5-Sep-02	Sharp LCD Projector	\$ 1,995.00	Poor
13851	1-Nov-04	HP Laser 3700 Color Printer	\$ 1,354.00	Poor
13862	25-Oct-04	2611XM ADSL Bundle	\$ 1,747.50	Poor
13863	28-Oct-04	Cisco 2611XM VPN Bundle	\$ 2,497.50	Poor
13864	25-Oct-04	Cisco 2611XM VPN Bundle	\$ 2,497.50	Poor
14058	21-Jul-05	Dukane Digital Presentation System	\$ 3,288.49	Poor
14222	5-May-06	Latitude x1 Laptop Computers	\$ 1,848.34	Poor
14252	6/21/2006	Dell Laptop Latitude X1 Laptop	\$ 2,287.04	Poor
14588	30-Apr-07	Airway Management Trainer	\$ 1,215.20	Poor
14759	7/17/2007	42" Plasma TV	\$ 1,150.00	Poor
			<b>\$ 61,618.09</b>	



OFFICE OF THE PRESIDENT

**Item 5.4.3**

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: UNCOLLECTIBLE DEBT

Approval is requested to write off uncollectible debt totaling \$31,157.03 as the debts appear to be uncollectible. The \$29,072.12 represent .62% of the associated \$4,725,702.89 of student revenue collected in 2012-2013. The non-student receivables represent debts owed related to the business operations of the College that are uncollectible. The debts consist of the following:

<u>Debt Type</u>	<u>Total Amount</u>
Title IV Pell - Returns	\$ 15,621.28
Title IV Pell - Returns - Bookstore Charges	9,214.04
Bright Futures - Returns	1,270.00
Third Party Charge	1,009.85
Unpaid VA Deferment	989.44
Library Fees	842.51
Miscellaneous	125.00
	<u>\$ 29,072.12</u>
Non-Student Receivables	2,084.91
<b>Total</b>	<b><u>\$ 31,157.03</u></b>

Uncollectible debt totals for the past (5) five years:

<b>Year</b>	<b>Bad Debt Totals</b>	<b>Associated Student Revenue</b>	<b>%</b>
2012/2013	\$ 29,072.12	\$ 4,725,702.89	0.62%
2011/2012	\$ 29,057.62	\$ 4,674,442.25	0.62%
2010/2011	\$ 23,320.93	\$ 4,747,354.85	0.49%
2009/2010	\$ 18,772.44	\$ 4,617,057.01	0.41%
2008/2009	\$ 17,459.49	\$ 3,826,319.09	0.46%

**SUGGESTED MOTION:**

**Move to approve the write off of uncollectible debt in the amount of \$31,157.03 as listed above.**

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## **6.0 Planning and Policy Issues**

## **7.0 Academic and Student Matters**



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: MAY 27, 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 ADDITION**

Add new occupational certificate program effective fall 2015 (201610). The 1110 contact hour program is designed to prepare students as entry level coders, medical record coders, coding technicians, coding clerks, or medical coders/billers.

**Medical Coder/Biller - OC #3570**

- HIM 0009C Introduction to Health Information Technology – 90 contact hours (New)
- HIM 0100C Introduction to Health Information Management – 64 contact hours (New)
- HIM 0228C ICD Coding Systems – 150 contact hours
- HIM 0250C Ambulatory Care Coding Systems – 60 contact hours (New)
- HIM 0274C Healthcare Billing and Reimbursement – 120 contact hours (New)
- HIM 0280C Physician Coding – 60 contact hours (New)
- HIM 0290C Advanced Coding Systems – 90 contact hours (New)
- HIM 0433C Principles of Disease – 86 contact hours (New)
- HIM 0453C Anatomy and Physiology for Medical Coding – 64 contact hours (New)
- HIM 0470C Medical Terminology I for Medical Coding – 64 contact hours (New)
- HIM 0473C Medical Terminology II for Medical Coding – 64 contact hours (New)
- HIM 0817 Medical Coder-Biller Practice Experience – 150 contact hours (New)
- OCA 0100 Occupational Computer Applications – 48 contact hours



## **II. PROGRAM REVISION**

Revise the dental assistant program effective fall 2015 (201610). Changes will improve students' success with DANB exam and CDA certification. There are no program length changes.

### **Dental Assistant - OC #3450**

- DEA 0130 Allied Dental Theory – 64 to 48 contact hours
- DEA 0931 Orthodontics for Dental Auxiliary – 32 to 16 contact hours
- DES 0206 Dental Radiographic Techniques II – 32 contact hours (New)

## **III. COURSE REVISION**

Modify following OCA course's co-requisite effective fall 2015 (201610). Medical Coder/Biller students do not need to take the associated lab.

**OCA 0100 Occupational Computer Applications** – add “or Instructor’s Approval” to co-requisite

### **SUGGESTED MOTION:**

**Move to approve the curriculum proposals as presented.**



OFFICE OF THE PRESIDENT

**Item 7.2**

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FEE PROPOSALS

Consideration of the following fee proposals is requested:

Fees cover the cost of materials used by Accounting and Medical Coder/Biller students.

Course Prefix#	Course Title	New Fee	Proposed Fee	Effective Term
ACG 2450C	Accounting for the Microcomputer	\$99.00	New	Fall 2015
HIM 0009C	Introduction to Health Information Technology	\$10.00	New	Fall 2015
HIM 0100C	Introduction to Health Information Management	\$10.00	New	Fall 2015
HIM 0228C	ICD Coding Systems	\$10.00	New	Fall 2015
HIM 0250C	Ambulatory Care Coding Systems	\$10.00	New	Fall 2015
HIM 0274C	Healthcare Billing and Reimbursement	\$10.00	New	Fall 2015
HIM 0280C	Physician Coding	\$10.00	New	Fall 2015
HIM 0290C	Advanced Coding Systems	\$10.00	New	Fall 2015
HIM 0433C	Principles of Disease	\$10.00	New	Fall 2015
HIM 0453C	Anatomy and Physiology for Medical Coding	\$10.00	New	Fall 2015
HIM 0470C	Medical Terminology I for Medical Coding	\$10.00	New	Fall 2015
HIM 0473C	Medical Terminology II for Medical Coding	\$10.00	New	Fall 2015

**SUGGESTED MOTION:**

**Move to approve the fee proposals as presented.**

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## ***8.0 Purchasing and Other Action Items***



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ANNUAL FACILITIES INSPECTION SUMMARY REPORT

Under separate cover, for review and acceptance by our District Board of Trustees are the Annual Comprehensive Safety Inspection Reports from Fire Prevention Specialists, a firm retained through the Florida College System Risk Management Consortium. All owned and leased college facilities used for direct instruction and/or support were recently inspected in compliance with various State and Federal regulations pertaining to fire safety, sanitation, and casualty.

Of the deficiencies noted, none were of a serious nature. All corrections/repairs have been completed with the exception of two items: the diving board for the swimming pool on Highlands Campus and the removal of an old tank on DeSoto Campus. Repairs are in progress and will be completed within 30 days.

**SUGGESTED MOTION:**

**Move to accept the fire, sanitation, and casualty inspection reports for the 2014-2015 year as presented.**

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OFFICE OF THE PRESIDENT

**Item 8.2**

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CAPITAL IMPROVEMENT PROGRAM (CIP)

Attached is a summary of the proposed renovation projects to be included with our Capital Improvement Program (CIP) documents due July 1, 2015. The Capital Improvement Program and Legislative Budget Request have been prepared in accordance with the approved Educational Plant Survey (2013-2018) and the Architectural Master Plan: Year 2020. Board approval is required.

The CIP process requires that we prioritize the projects annually:

- New Construction Projects: includes new facilities and additions
- Remodeling Projects: changes the use of currently assigned space
- Renovation Projects: improves or repairs existing facilities and/or provides infrastructure enhancements/improvements.

The documents have been prepared with due consideration of enrollment growth projections, anticipated program changes, and a current assessment of all facilities/infrastructure. All planned projects were updated to reflect facility cost escalation and 2015-16 Public Education Capital Outlay (PECO) appropriations.

**SUGGESTED MOTION:**

**Move to approve the Capital Improvement Program plans for 2016-17 through 2020-21 and submission to the Division of Florida Colleges as presented.**

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

**South Florida State College  
Capital Improvement Program  
FY 2016-17 through FY 2020-21**

**Renovation Projects  
(Includes Site Improvements)**

Priority	Project	Description	Funding Request	
1	General Renovation/ Remodeling, Infrastructure and Site Improvements for District Facilities	Funds will be used for general renovation and remodeling projects including replacement of roofs and roofing membranes, expand and improve parking, construct roadways and sidewalks, expand and upgrade irrigation systems and landscaping and infrastructure, renovate and extend underground utility systems, renovate exterior rest rooms, implement Life Safety projects, and construction of renewable alternative energy resources for physical plant operations.	2016-17	\$1,111,216
			2017-18	1,265,000
			2018-19	1,547,500
			2019-20	1,540,000
			2020-21	657,500
			Total	\$6,121,216
2	Equipment Purchase/Replacement – College Wide	Funds will be used for purchase or replacement of equipment for existing facilities.	2016-17	\$1,100,000
			2017-18	700,000
			2018-19	400,000
			2019-20	400,000
			2020-21	400,000
			Total	\$3,000,000
3	Replacement of Roofs – College Wide	Funds will be used for replacement of roofs at existing facilities.	2016-17	\$300,000
			2017-18	300,000
			2018-19	300,000
			2019-20	300,000
			2020-21	300,000
			Total	\$1,500,000
4	Facility 9104 – Community Education Center Lake Placid Center 18,407 gsf	Renovate entire Gymnasium facility for Community Education and Student Services programming and other uses as needed.	2017-18	\$517,559
			2018-19	\$4,207,800
			2019-20	\$418,319
			Total	\$5,143,678
Total Request			\$15,764,894	



OFFICE OF THE PRESIDENT

Item 8.3

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: RECERTIFICATION OF DIRECT SUPPORT ORGANIZATION

In accordance with SFSC Policy 8.01, the South Florida State College Foundation, Inc. respectfully requests recertification to function on behalf of SFSC during the College's 2015-2016 Fiscal Year. Legal Authority: Florida Statute 1004.70.

SFSC DBOT Policy 8.01 states that "each direct support organization (DSO) wishing to operate under the auspices of South Florida State College must be annually certified by the SFSC District Board of Trustees as meeting the conditions set forth by the Board. Direct support organizations so certified by the Board may be permitted the use of the College's property, facilities and personnel services."

**Conditions for certification include the following:**

1. The DSO shall exist for the purpose of providing financial, scholarship, facility, equipment and other support to the College and its programs and students.
2. The DSO shall provide full, complete, and timely information on all of its activities to the SFSC District Board of Trustees as follows:
  - a. One or more members of the SFSC DBOT shall be designated by the Chair of the DBOT to serve as liaison voting members of the Board of Directors and the Executive Committee of the DSO.
  - b. The College President shall be a voting member of the Board of Directors and the Executive Committee of the DSO.
  - c. The College's Controller shall serve as ex-officio member of the Board of Directors of the DSO in the capacity of Assistant Treasurer.
  - d. The DSO shall make monthly reports to the DBOT.

- e. The Executive Director of the DSO shall report administratively to the College President.
  - f. The DSO shall submit its annual independent audit and Income Tax Form 990 to the DBOT for review and acceptance.
3. The DSO will make an annual report on its activities in the spring of each year (typically May or June) so that the DBOT may certify the DSO by July 1<sup>st</sup>.

**SUGGESTED MOTION:**

**Move to accept the 2014 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 for the 2015-2016 fiscal year.**

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## Summary of Yearly Accomplishments

The South Florida State College Foundation, Inc. operates on a calendar fiscal year. During 2014 the SFSC Foundation continued to meet each of the mandates specified above. Specific activities and accomplishments for the year include:

Revenue	
Number of gifts	1,639
Amount received	\$ 998,183
Investment income	\$ 545,299
Donated services	\$ 112,905
Rental Income	<u>\$ 268,140</u>
Total	<b>\$1,924,527</b> (-25% for 2013)
Scholarships and grants	
Number	455
Amount awarded	\$559,662
Teaching Chairs awarded	0 (all currently in second year)
Take Stock in Children:	
Currently in program	160
High School graduates	336
Currently in college	102
College graduates	138
SFSC programs supported	Twelve
Facilities leased to SFSC	Two
Board members elected	Fourteen
DSO support from the College	In 2014 the College provided a budget of approximately \$338,000 to the Resource Development office. Approximately one-half of that (\$169,000) was devoted to the operation of the DSO.
Value added	\$1.9 Million raised at a cost to SFSC of \$169K represents a significant ROI for the College. (1,125%)
Indebtedness of DSO	The SFSC Foundation has no indebtedness.

## ***9.0 Reports***



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: MAY 27, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: RESOURCE DEVELOPMENT REPORT

**I. Funded Grants**

Title: Literacy in the Heartland  
Source: Dollar General Literacy Foundation  
Amount: \$10,000  
Description: These funds will be earmarked for laptops/tablets and Edmentum/Burlington subscriptions to be used in our adult education programming.

**II. 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 March 2015 meeting of the College District Board of Trustees. The included dates are April 8, 2015 through May 12, 2015. The total amount being reported is **\$257,680.24.**

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**South Florida State College Foundation, Inc**  
**Gift Summary 4/8/15 through 5/12/15**

<b>Fund Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Pledges</b>	<b>Other</b>	<b>Total</b>
Unrestricted	119	\$63,845.50	\$0.00	\$4,184.72	\$68,030.22
Jacaranda Restoration Fund	2	\$56.00	\$0.00	\$0.00	\$56.00
SFSC General Scholarship	7	\$106.00	\$0.00	\$0.00	\$106.00
Joe Johnston/Bette McDearman Memor	1	\$20.00	\$0.00	\$0.00	\$20.00
General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
SFSC Community Fund	10	\$251.00	\$0.00	\$0.00	\$251.00
SFSC Library Donations	3	\$35.00	\$0.00	\$0.00	\$35.00
Athletic Booster Club	2	\$15.00	\$0.00	\$0.00	\$15.00
Phi Theta Kappa	1	\$10.00	\$0.00	\$0.00	\$10.00
Take Stock In Children - Ops	1	\$500.00	\$0.00	\$0.00	\$500.00
Dental Programs	2	\$145.00	\$0.00	\$0.00	\$145.00
SFSC Flower Fund	9	\$50.00	\$0.00	\$0.00	\$50.00
MOFAC	1	\$2.50	\$0.00	\$0.00	\$2.50
Highlands County Bar Association Scholarship	2	\$1,020.00	\$0.00	\$0.00	\$1,020.00
Rotary Club of Highlands County Scholarship	1	\$2,500.00	\$0.00	\$0.00	\$2,500.00
Sebring Elks Club Scholarship	1	\$2,492.50	\$0.00	\$0.00	\$2,492.50
The SFSC Artists Group	2	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Leadership Highlands	1	\$50.00	\$0.00	\$0.00	\$50.00
Title III Endowment	1	\$0.00	\$80,000.00	\$0.00	\$80,000.00
Norman L. Stephens Endowment	2	\$40.00	\$0.00	\$0.00	\$40.00
TSIC Scholarships	9	\$76.52	\$0.00	\$0.00	\$76.52
SFSC General Endowment Fund	2	\$30.00	\$0.00	\$0.00	\$30.00
Alumni Association Fund	3	\$1,250.00	\$0.00	\$0.00	\$1,250.00
Jarrett Family Foundation Endowed Teaching Cha	2	\$20,000.00	\$80,000.00	\$0.00	\$100,000.00
<b>Totals:</b>		<b>\$93,495.52</b>	<b>\$160,000.00</b>	<b>\$4,184.72</b>	<b>\$257,680.24</b>



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: MAY 27, 2015

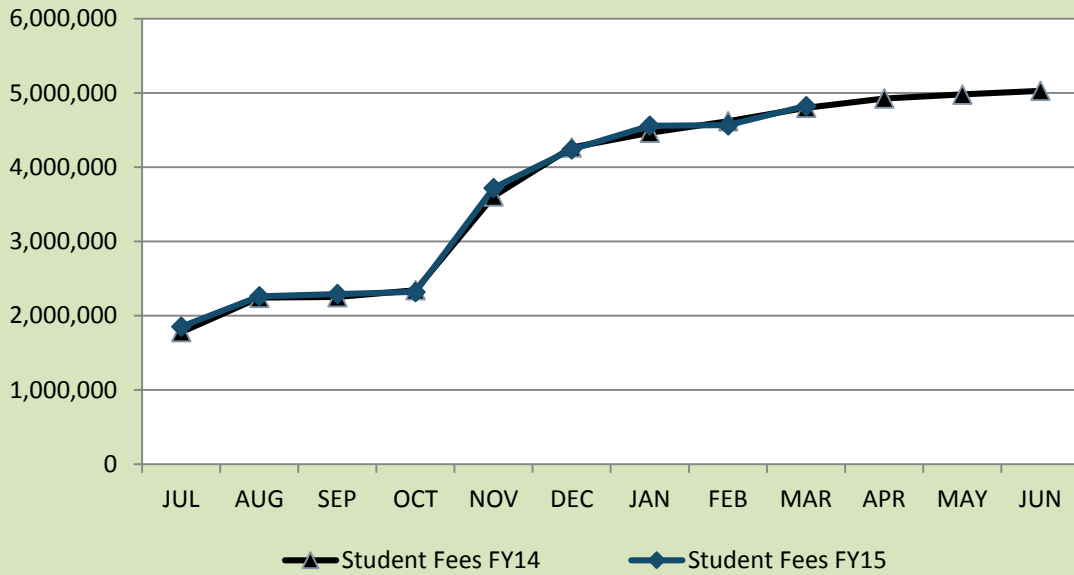
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

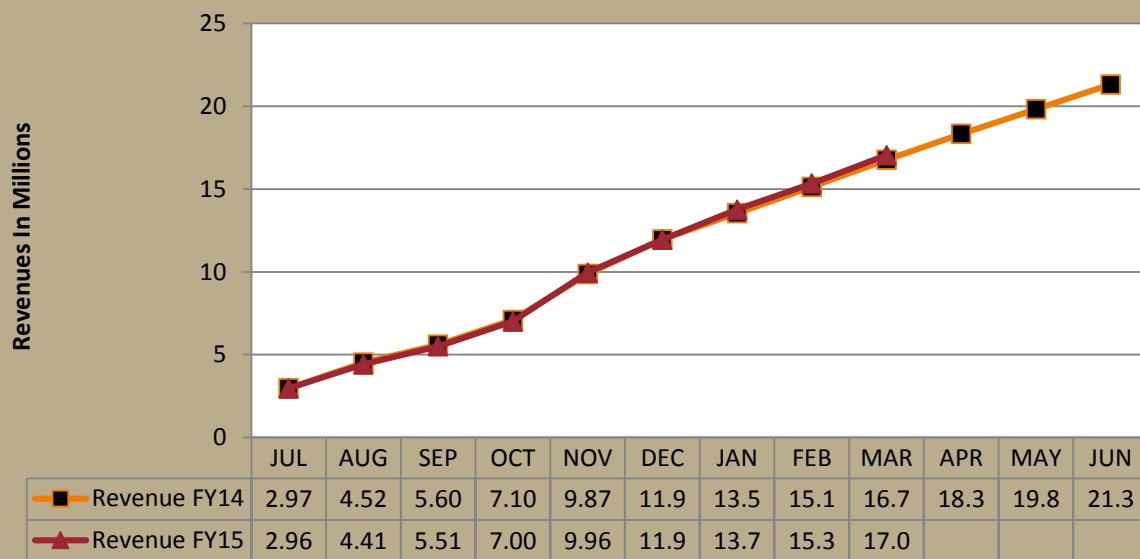
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the graphs and summary of revenue and expenditures of the College through March 31, 2015.

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

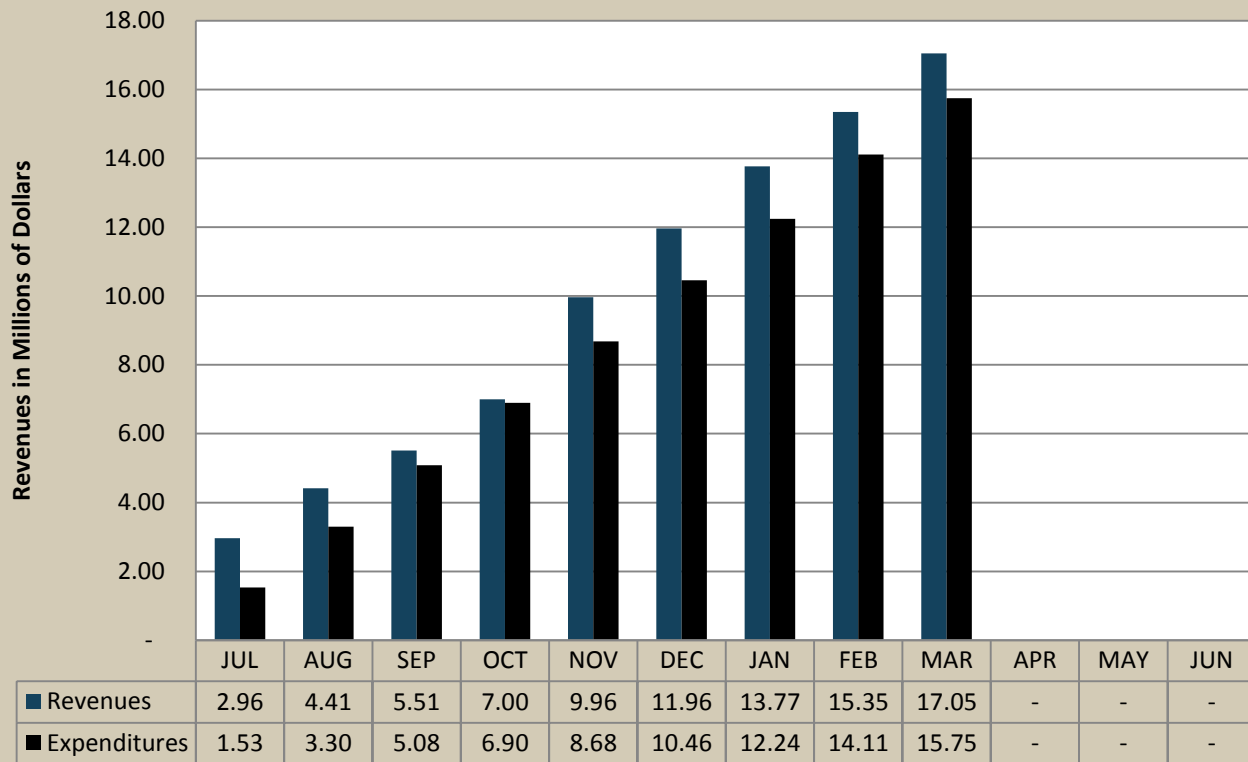


## South Florida State College Fund 1 Total Revenue, FY 14 vs FY 15



■ 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 Ending March 31, 2015					
Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Tuition and Out of State Fees	\$ 4,466,913.00	\$ 4,191,223.53	\$ 275,689.47	93.83%
404XX	Laboratory Fees	406,950.00	356,287.82	50,662.18	87.55%
408XX	Technology Fees	188,250.00	178,431.53	9,818.47	94.78%
409XX	Other Student Fees	123,090.00	97,395.89	25,694.11	79.13%
41600	Grants and Contracts from Counties	18,000.00	13,500.00	4,500.00	75.00%
42110	FCSPF-General Revenue	12,303,849.00	9,227,871.00	3,075,978.00	75.00%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	3,575,283.00	2,383,524.00	1,191,759.00	66.67%
43900	Indirect Costs Recovered - Federal	170,000.00	135,345.12	34,654.88	79.61%
44100	Cash Contributions	11,822.00	13,513.70	(1,691.70)	114.31%
44200	Non-Cash Contributions	16,500.00	16,500.00	-	100.00%
44400	Private Grants and Contracts	775.00	775.00	-	100.00%
46400	Use of College Facilities	79,750.00	54,174.41	25,575.59	67.93%
466XX	Other Sales and Services	211,700.00	183,323.24	28,376.76	86.60%
48100	Interest and Dividends	6,000.00	4,346.72	1,653.28	72.45%
487XX	Fines and Penalties	2,675.00	2,336.73	338.27	87.35%
49XXX	Transfers and Other Revenue	348,657.00	193,578.37	155,078.63	55.52%
	<b>Total Revenue</b>	<b>\$21,932,364.00</b>	<b>\$ 17,052,127.06</b>	<b>\$ 4,880,236.94</b>	<b>77.75%</b>
51XXX	Management	\$ 1,829,572.40	\$ 1,388,529.26	\$ 441,043.14	75.89%
52XXX	Instruction	4,602,916.45	3,100,025.07	1,502,891.38	67.35%
53XXX	Other Professional	2,876,459.53	2,101,235.81	775,223.72	73.05%
54XXX	Career Staff	2,603,341.85	1,918,539.79	684,802.06	73.70%
56XXX	Other Professional Services-Instructional	1,021,844.00	659,508.42	362,335.58	64.54%
57XXX	Other Professional-Tech/Clerical/Trade	114,990.00	67,683.88	47,306.12	58.86%
58000	Student Employment -Inst Work Study	25,000.00	15,925.37	9,074.63	63.70%
58500	Employees Awards	11,500.00	10,250.00	1,250.00	89.13%
58501	Non-Recurring	97,620.00	97,240.00	380.00	99.61%
59XXX	Benefits	4,032,820.00	2,692,658.46	1,340,161.54	66.77%
	<b>Total Personnel</b>	<b>\$17,216,064.23</b>	<b>\$ 12,051,596.06</b>	<b>\$ 5,164,468.17</b>	<b>70.00%</b>
605XX	Travel	\$ 325,840.00	\$ 183,526.93	\$ 142,313.07	56.32%
61000	Freight and Postage	34,625.00	21,124.39	13,500.61	61.01%
615XX	Telecommunications	70,000.00	39,169.94	30,830.06	55.96%
62000	Printing	82,075.00	27,105.39	54,969.61	33.03%
625XX	Repairs and Maintenance	967,707.00	719,828.84	247,878.16	74.38%
63000	Rentals	166,661.00	113,326.00	53,335.00	68.00%
635XX	Insurance	341,038.00	328,922.89	12,115.11	96.45%
640XX	Utilities	1,325,600.00	967,681.68	357,918.32	73.00%
645XX	Other Services	618,730.00	436,875.49	181,854.51	70.61%
64700	Grant Aid	4,280.00	3,239.00	1,041.00	75.68%
650XX	Professional Fees	186,085.00	124,386.55	61,698.45	66.84%
655XX	Education Office/Dept Material Supp	516,459.00	340,714.87	175,744.13	65.97%
657XX	Data Software - Non-Capitalized	41,713.00	41,213.20	499.80	98.80%
665XX	Other Materials and Supplies	400,595.00	197,524.47	203,070.53	49.31%
670XX	Subscriptions/Library Books	49,500.00	41,769.05	7,730.95	84.38%
67500	Purchases for Resale	59,005.00	41,627.96	17,377.04	70.55%
680XX	Scholarships	40,000.00	31,150.50	8,849.50	77.88%
69XXX	Transfers and Other Expenses	75,980.00	12,724.47	63,255.53	16.75%
	<b>Total Current Expenses</b>	<b>\$ 5,305,893.00</b>	<b>\$ 3,671,911.62</b>	<b>\$ 1,633,981.38</b>	<b>69.20%</b>
706XX	Minor Equipment >1000<5000	\$ 33,532.00	\$ 17,991.05	\$ 15,540.95	53.65%
71000	Furniture and Equipment	8,000.00	8,000.00	-	100.00%
	<b>Total Capital Outlay</b>	<b>\$ 41,532.00</b>	<b>\$ 25,991.05</b>	<b>\$ 15,540.95</b>	<b>62.58%</b>