



**SFSC  
District Board of Trustees  
Regular Meeting  
December 11, 2013**

**Highlands Campus  
5:30 p.m.**

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

**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: DECEMBER 11, 2013

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 December 11, 2013 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of  
December 11, 2013 as presented.**

**AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
DECEMBER 11, 2013  
5:30 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 – October 23, 2013
  - 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
  - 5.3 Grant Applications
    - 5.3.1 Summer Bridge Program - \$10,407
  - 5.4 Operating Actions
    - 5.4.1 Monthly Accounts Payable & Payroll Check Register
    - 5.4.2 Property Deletion & Disposal
    - 5.4.3 Donation to Take Stock in Children (TSIC)
- 6.0 Planning and Policy Issues
  - 6.1 SFSC Mission Statement
  - 6.2 2014-2018 SFSC Strategic Plan
  - 6.3 Policy Implementation
    - 6.3.1 New Policy 4.11 Student Fees
- 7.0 Academic and Student Matters
  - 7.1 Biofuels Program Curriculum Proposals
  - 7.2 Developmental Education Plan
- 8.0 Purchasing and Other Action Items
  - 8.1 Fire Science Technology/Fire Fighting Program Remodeling/Renovation Project
  - 8.2 Florida College System Risk Management Consortium (FCSRMC) Member Agreement
  - 8.3 2014-2015 Academic Calendar
- 9.0 Reports
  - 9.1 Facilities Report
  - 9.2 Resource Development Report
  - 9.3 Financial Report
  - 9.4 President's Report
  - 9.5 Board Attorney Report
  - 9.6 Board Member Reports
  - 9.7 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

**Item 1.2.1**

PRESENT TO BOARD: DECEMBER 11, 2013

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 to the right of the name "THOMAS C. LEITZEL".

SUBJECT: MINUTES – REGULAR MEETING – OCTOBER 23, 2013

It is recommended that the minutes of the regular meeting held October 23, 2013 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the October 23, 2013 regular meeting as presented.**

**MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
OCTOBER 23, 2013**

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

**Members Absent:**

<b>Staff Present:</b>	Ms. Annie Alexander-Harvey	Mr. Doug Andrews	Mr. Don Appelquist
	Dr. Kimberly Batty-Herbert	Mrs. Tammy Bush	Mrs. Susie Hale
	Mrs. Anita Kovacs	Mrs. Deborah Latter	Mr. Glenn Little
	Dr. Mike McLeod	Mr. Randy Paepflow	Dr. Leana Revell
	Dr. Chris van der Kaay	Ms. Jane Hancock	Dr. Deborah Fuschetti
	Ms. Lena Phelps	Mr. Erik Christensen	Mrs. Melanie Jackson
	Mrs. Melanie Moody	Linda Tagesson	Mr. Stephen Staik

**Others Present:** Mrs. Barbara Kirschner, Ms. Evelyn Barajas

**CALL TO ORDER**

At 6:10 p.m., the regular meeting of the District Board of Trustees was called to order at the Lake Placid Center by Board Chair, Mr. Joe Wright.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Bryan made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held October 23, 2013 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**

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held September 25, 2013 with a correction under Item 10.0 Adjournment. The correct time the meeting adjourned was 8:46 p.m. This correction will be made to the minutes.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.3 Review of Agenda Master Calendar**

The Agenda Master Calendar was reviewed. Mrs. Cullens stated that the 2014 Trustees Annual Legislative Conference will be held February 3-4 in Tallahassee.

Dr. Leitzel stated that a Phi Theta Kappa Induction Ceremony will take place Friday, October 25, a Veterans' Day Event will be held November 11, and the 30<sup>th</sup> Anniversary of the college's Artist Series will take place November 26.

## **2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

### **2.1 Student Celebration**

Dr. Leitzel introduced Mr. Randy Paepflow, director, Lake Placid Center, who introduced Mr. Stephen Staik, SFSC employee and Circle K International (CKI) student organization advisor and Ms. Evelyn Barajas, SFSC student and president of CKI. Ms. Barajas gave a presentation sharing the service, volunteer, and leadership events that had taken place recently and future planned events.

## **3.0 PUBLIC COMMENT**

## **4.0 PRESENTATION**

### **4.1 Electronic Textbooks and Other Resource Initiatives**

Dr. Leitzel introduced Mr. Glenn Little who, along with Dr. Leana Revell, Mrs. Melanie Jackson, Mr. Erik Christensen, and Ms. Lena Phelps, gave a presentation featuring innovative changes in the marketplace for educational materials and resources for students, with a focus on efforts at SFSC to provide affordable course materials for our faculty and students. **(EXHIBIT "A")**

## **5.0 CONSENT AGENDA ACTION ITEMS**

### **5.1 Personnel Actions**

Approved a list of resignations; retirements; and adjunct faculty for the 2013-14 academic year as needed. **(EXHIBIT "B")**

### **5.2 Agreement and Contracts**

**5.2.1** Approved the renewal of a training agreement with Heartland Workforce Investment Board, Inc. (HWIB) to serve as a training agent for 2013-2014 as presented. **(EXHIBIT "C")**

**5.2.2** Approved a revised service agreement with the University of South Florida to continue to serve as a fiscal agent for the Small Business Development Center housed on the Highlands Campus as presented. **(EXHIBIT "D")**

### **5.3 Grant Applications**

None

### **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 September 2013. **(EXHIBIT "E")**

**Dr. Kirschner made a motion, seconded by Mrs. Puckorius, to approve the Consent Agenda, Items 5.1 through 5.4.1 as presented. Prior to the vote, Mr. Bryan disclosed that he is a Board member of the Heartland Workforce Investment Board, Inc. 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 1.07 Alcohol and Drug-Free Campus and Workplace**

Dr. Leitzel presented for discussion revised proposed changes to Policy 1.07 Alcohol and Drug-Free Campus and Workplace. **(EXHIBIT "F")**

**Mrs. Puckorius made a motion, seconded by Mr. Backer to table consideration of the revised changes to Policy 1.07 Alcohol and Drug-Free Campus and Workplace until the college administration and the Board attorney is ready to present additional information requested by the District Board of Trustee.** 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.**

#### 6.1.2 **New Policy 4.11 Student Fees**

Dr. Leitzel presented for discussion a **new** Policy 4.11 Student Fees. **(EXHIBIT "G")**

**Mr. Bryan made a motion, seconded by Mrs. Cullens to table consideration of new Policy 4.11 Student Fees until the December 11 Board 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

### 7.1 Curriculum Proposals

Approved curriculum proposals as presented. **(EXHIBIT "H")**

**Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the curriculum proposals as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

### 7.2 Fee Proposals

Approved fee proposals as presented. **(EXHIBIT "I")**

**Mrs. Rider made a motion, seconded by Mrs. Puckorius, to approve the fee 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

## 9.0 REPORTS

### 9.1 Facilities

### 9.2 Resource Development

#### I. Grants Funded

**Highlands County Health Facilities Authority**  
Highlands County Board of County Commissioners

\$8,905

**Project XCEL-IT**  
US Department of Labor



Trade Adjustment Assistance Community College and Career  
Training Grant Program (TAACCCT) \$1,000,000

**II. Donations and Pledges**

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$58,944.35** from September 11, 2013 through October 8, 2013.

**9.3 Financial Report**

Financial graphs and a summary of revenue and expenditures through the month of August 2013 were presented as information items. **(EXHIBIT "J")**

**9.4 President's Report**

1. Dr. Leitzel congratulated Mrs. Pam Karlson for being selected as the winner of the 14<sup>th</sup> annual Judge Clifton M. Kelly Champion for Children Award.
2. Dr. Leitzel stated that the ACCT Leadership Congress held in Seattle, WA earlier this month was extremely informative.
3. Dr. Leitzel presented the Trustees with new business cards including their college email address.

**9.5 Board Attorney's Report**

Mrs. Karlson stated no report.

**9.6 Board Members' Reports**

Mrs. Puckorius stated no report.

Mr. Backer thanked the Lake Placid staff for dinner and wished Mr. Little a happy birthday.

Dr. Kirschner wished Mr. Little a happy birthday.

Mr. Lambert wished Mr. Little a happy birthday and announced that Mr. and Mrs. Bryan received the Doyle and Mildred Carlton Chamber award. The award recognizes service to the community.

Mrs. Rider stated no report.

Mr. Bryan thanked Mr. Lambert.

Mrs. Cullens stated that Mr. Bryan's award is well deserved. She also shared information about the American Cancer Society Cancer Prevention Study. Dr. Leitzel will send an email regarding the study. Mrs. Cullens wished Mr. Little a happy birthday.

**9.7 Board Chair Report**

1. Mr. Wright shared a thank you note from Mr. and Mrs. Ken Lambert for acknowledging the recent passing of Mrs. Lambert's mother.
2. Mr. Wright shared information about an email he received from Johanna Johnston, program specialist, Agriculture Programs regarding a Bioenergy brochure.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 9:15 p.m.




OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: 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

NOVEMBER 2013	DECEMBER 2013	JANUARY 2014
13-15 AFC Annual Convention Orlando, FL	2 SFSC Foundation Jubilee 6:30 PM Jacaranda Hotel  11 Planning Workshop, 3 PM Followed by Board Meeting, 5:30 PM Highlands Campus  11 Artist Series Performance Michael McDonald 7:30 PM  12 SFSC Foundation Christmas Luncheon 12 PM Jacaranda Hotel  19 SFSC Employee Holiday Luncheon 11 AM Cafeteria	22 Board Meeting, 6 PM Highlands Campus  22 Artist Series Performance Engelbert Humperdinck 7:30 PM
FEBRUARY 2014	MARCH 2014	APRIL 2014
3-4 AFC Trustees Annual Legislative Conference Tallahassee  10-13 ACCT Nat'l Legislative Summit Washington, DC  26 Board Meeting, 6 PM Hardee Campus	1 SFSC Panther 5K Run/Walk 7:00 AM Highlands Campus  26 Board Meeting, 6 PM Lake Placid Center	23 Board Meeting, 6 PM Highlands Campus  26 SFSC Foundation Gala 6:00 PM Jacaranda Hotel
MAY 2014	JUNE 2014	JULY 2014
6 SFSC Commencement  28 Budget Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus	25 Board Meeting, 6 PM DeSoto Campus	23 Board Meeting, 6 PM Highlands Campus
AUGUST 2014	SEPTEMBER 2014	OCTOBER 2014
27 *Board Meeting, 6 PM DeSoto Campus	24 *Board Meeting, 6 PM Hardee Campus	22 *Board Meeting, 6 PM Lake Placid Center

\*Tentative

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



OFFICE OF THE PRESIDENT

**Item 2.1**

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Melanie Boulay	Resource Development Assistant, Title III Project	Lindsay Lynch	08/19/13
Beth Burch	Lead Instructor, Bioenergy Program	Kevin Brown	08/20/13
Johanna Johnston	Program Specialist, Agriculture Programs	Thomas Bush	07/24/13
Robert Land	General Maintenance	Robert Mathy Introduced by Robert Flores	08/06/13
John Landry	Director, Criminal Justice Program	Kevin Brown	07/01/13
Claire Miller	Librarian	Michael McLeod	08/19/13
Brian Narciza	End-User Support Analyst	Clifford Hangleby Introduced by Christopher van der Kaay	09/23/13
Sonji Nicholas	Instructor, Sociology	Michele DeVane	08/19/13
Jessica Pantoja	Accountant	Theresa Elders Introduced by Anita Kovacs	08/19/13
Monica Powers	Director, Student Support Services	Michael McLeod	06/10/13

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

## ***4.0 Presentations***

### ***5.0 Consent Agenda Action Items***





OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: DECEMBER 11, 2013

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.**

	<b><i>CONSENT AGENDA ACTION ITEMS</i></b>	<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>18</b>
<b>5.2</b>	<b>Agreement and Contracts</b>	<b>-</b>
<b>5.3</b>	<b>Grant Applications</b>	
	<b>5.3.1 Summer Bridge Program - \$10,407</b>	<b>19</b>
<b>5.4</b>	<b>Operating Actions</b>	
	<b>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	<b>20</b>
	<b>5.4.2 Property Deletion &amp; Disposal</b>	<b>22</b>
	<b>5.4.3 Donation to Take Stock in Children (TSIC)</b>	<b>24</b>



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: DECEMBER 11, 2013

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, FULL-TIME PROFESSIONAL STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Pinzon, Sandra C.	Coordinator, ESOL	11/18/13

**II. RESIGNATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Garza, Esperanza	Office Manager, DeSoto Campus	10/14/13

**III. RETIREMENTS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Andrews, Douglas	Dean, Cultural Programs	05/31/14
Hood, Lynne	Coordinator, Physical Plant Operations	01/03/14
Stanton, Barbara	Records Specialist	04/30/14

**IV. ADJUNCT FACULTY, 2013-14, ACADEMIC YEAR AS NEEDED:**

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Brown, Melodie	ABE/GED/ESOL	II
LaBelle, Randall	Criminal Justice	II
Lethbridge, Timothy	Criminal Justice	II

**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

**Item 5.3.1**

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – SUMMER BRIDGE PROGRAM

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

Title: Summer Bridge Program  
Source: College Board Florida Partnership  
Expanded Opportunity Grant Program  
Amount: \$10,407  
Description: Funds will support three one-week summer bridge courses: 2 for APHS and 1 for upcoming HSHS 11<sup>th</sup> & 12<sup>th</sup> graders. Monday through Thursday (9 am – 3 pm) will feature a morning session devoted to academic drills designed to improve reading/writing skills and mathematics comprehension. The afternoon sessions will focus on career exploration and learning how to think about education options. On Friday, each cohort will travel to Epcot for a three-hour STEM-related educational enrichment class, with the afternoon given over to exploring the park's science-themed attraction.

**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: DECEMBER 11, 2013

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 October 2013 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:								
	2013/2014 Checks		2013/2014 Electronic Payments		2013/2014 P-Card		2013/2014 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	482	\$496,264.26	144	\$830,389.21	353	\$164,048.75	979	\$1,490,702.22
Aug	269	263,023.82	280	1,079,241.59	470	262,269.91	1019	\$1,604,535.32
Sept	274	421,484.09	243	654,310.86	575	205,769.15	1092	\$1,281,564.10
Oct	1736	1,880,961.61	362	1,298,038.52	559	201,925.33	2657	\$3,380,925.46
Nov							0	\$0.00
Dec							0	\$0.00
Jan							0	\$0.00
Feb							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	2761	\$3,061,733.78	1029	\$3,861,980.18	1957	\$834,013.14	5747	\$7,757,727.10

Payroll:								
	2013/2014 Checks		2013/2014 Electronic Payments				2013/2014 Totals	
	No.	Amount	No.	Amount			No.	Amount
July	45	\$40,227.64	474	\$831,790.63			519	\$872,018.27
Aug	26	48,386.72	366	799,710.94			392	848,097.66
Sept	31	30,424.84	403	793,741.48			434	824,166.32
Oct	25	37,565.91	433	844,149.18			458	881,715.09
Nov							0	0.00
Dec							0	0.00
Jan							0	0.00
Feb							0	0.00
March							0	0.00
April							0	0.00
May							0	0.00
June							0	0.00
Totals	127	\$156,605.11	1676	\$3,269,392.23			1803	\$3,425,997.34

Accounts Payable:						
	2012/2013			2013/2014		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	699	\$1,248,137.18	\$ 1,248,137.18	979	\$1,490,702.22	\$ 1,490,702.22
August	860	1,664,384.86	2,912,522.04	1,019	1,604,535.32	\$ 3,095,237.54
September	1,081	1,184,896.82	4,097,418.86	1,092	1,281,564.10	\$ 4,376,801.64
October	2,788	3,121,266.46	7,218,685.32	2,657	3,380,925.46	\$ 7,757,727.10
November	1,293	1,159,106.44	8,377,791.76			
December	1,021	1,328,652.61	9,706,444.37			
January	1,058	942,155.17	10,648,599.54			
February	2,446	3,267,707.96	13,916,307.50			
March	1,197	1,441,875.37	15,358,182.87			
April	1,059	1,336,395.21	16,694,578.08			
May	1,043	1,452,652.31	18,147,230.39			
June	1,200	1,584,718.52	19,731,948.91			
Totals	15,745	\$19,731,948.91		5,747	\$7,757,727.10	

Payroll:						
	2012/2013			2013/2014		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	527	\$874,217.16	\$874,217.16	519	\$872,018.27	\$872,018.27
August	419	849,902.34	1,724,119.50	392	848,097.66	\$1,720,115.93
September	408	830,083.03	2,554,202.53	434	824,166.32	\$2,544,282.25
October	454	889,410.81	3,443,613.34	458	881,715.09	\$3,425,997.34
November	483	901,596.73	4,345,210.07			
December	501	947,971.94	5,293,182.01			
January	461	843,750.83	6,136,932.84			
February	476	856,261.35	6,993,194.19			
March	498	861,595.38	7,854,789.57			
April	471	878,477.14	8,733,266.71			
May	479	891,413.35	9,624,680.06			
June	432	908,505.27	\$ 10,533,185.33			
Totals	5609	\$10,533,185.33		1803	\$3,425,997.34	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: PROPERTY DELETION AND DISPOSAL

Authorization is requested to delete items on the attached list of equipment totaling **\$32,894.98** 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 attached list from property records.**

**South Florida State College  
Disposal Items  
Nov-13**

Tag #	Date Purchased	Description	Cost	Condition Code
13193	10/24/2002	JVC-SR-V530U Mini-DV/VHS Recorder	\$ 1,498.00	Poor
14057	7/21/2005	Dukane Digital Image Pro	\$ 3,288.49	Poor
14219	4/12/2006	Dell Laptop Latitude D610	\$ 1,613.60	Poor
15237	12/7/2007	Dell Latitude D531 Laptop	\$ 1,339.64	Poor
14604	4/25/2007	Latitude D620 Intel Core 2 Duo 1200 Laptop	\$ 1,744.99	Poor
14789	7/13/2007	Dell Latitude D620 Laptop	\$ 1,655.74	Poor
15331	3/24/2008	Dell Latitude D531 Laptop	\$ 1,111.60	Poor
15334	3/24/2008	Dell Latitude D531 Laptop	\$ 1,111.60	Poor
15338	3/24/2008	Dell Latitude D531 Laptop	\$ 1,111.60	Poor
15339	3/24/2008	Dell Latitude D531 Laptop	\$ 1,111.60	Poor
15388	3/27/2008	Dell Latitude D630 Laptop	\$ 1,216.14	Poor
15391	3/27/2008	Dell Latitude D630 Laptop	\$ 1,216.14	Poor
15447	6/6/2008	Latitude d531 Laptop	\$ 829.56	Poor
15631	8/11/2008	Laptop Lattitude D531 AMD Turion 64	\$ 1,028.24	Poor
15634	8/11/2008	Laptop Lattitude D531 AMD Turion 64	\$ 1,028.24	Poor
3503	5/21/1979	5'7" Yamaha Baby Grand Piano	\$ 3,996.00	Poor
11200	5/12/1998	Hewlett Packard LaserJet 4000T Printer w/4MB Memory	\$ 1,172.89	Poor
13234	11/14/2002	Hewlett Packard 2200tdn Printer	\$ 1,148.00	Poor
14596	3/29/2007	Optiplex 745 Minitower Computer	\$ 1,347.78	Poor
14598	3/29/2007	Optiplex 745 Minitower Computer	\$ 1,347.78	Poor
9757	6/20/1995	Panasonic Camera w/lens	\$ 2,977.35	Poor
<b>TOTAL</b>			<b>\$ 32,894.98</b>	





OFFICE OF THE PRESIDENT

Item 5.4.3

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: DONATION TO TAKE STOCK IN CHILDREN (TSIC)

Request approval to donate 18 old surplus laptop computers to Take Stock in Children program participants. These laptops are older, slower, and would otherwise be destroyed. Donating the laptops would extend their life and provide Take Stock in Children participants a computer to perform word processing tasks to further their education.

**SUGGESTED MOTION:**

**Move to approve the donation of 18 laptop computers to Take Stock in Children program participants as requested.**

## **6.0 Planning and Policy Issues**



OFFICE OF THE PRESIDENT

**Item 6.1**

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: SFSC MISSION STATEMENT

According to The Principles of Accreditation set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Core Requirement 2.4 requires the College to have “a clearly defined, comprehensive and published mission statement that is specific to the institution and appropriate for higher education. The mission addresses teaching and learning and, where applicable, research and public service” (p.18). Additionally, Comprehensive Standard 3.1.1, states “The mission statement is current and comprehensive, accurately guides the institution’s operations, is periodically reviewed and updated, is approved by the governing board, and is communicated to the institution’s constituencies” (p. 25).

**SUGGESTED MOTION:**

**Move to affirm the South Florida State College Mission Statement as presented.**

# Mission Statement

*The function of our organization*

---

South Florida State College is an open-access, higher education institution dedicated to providing a learning-centered environment through quality programs, training, and services. Working in partnership with organizations and communities, the college provides leadership and a comprehensive range of opportunities for the educational, cultural, and economic development of the service district.

The college assists the people of its service district DeSoto, Hardee, and Highlands counties regardless of economic, social, or educational background to achieve success in

- completing an associate degree in preparation for pursuing a baccalaureate or other professional degree or credential;
- completing a baccalaureate degree, associate degree, or certificate related to career and technical preparation to enter the workforce or to improve career circumstances;
- completing college preparatory programs of study including those leading to the high school diploma;
- obtaining basic skills in literacy, numeracy, and citizenship to prosper as a contributing member of society;
- gaining personal, cultural, and global awareness, appreciation, and understanding needed in a complex contemporary society;
- pursuing advanced academic preparation and credentials available through partnerships with colleges and universities; and
- participating in the social, cultural, environmental, and economic development of the communities served by the college.

*We believe in the worth of each of our students and, through all of our educational programs and services, we seek to develop human potential and to create brighter futures.*



OFFICE OF THE PRESIDENT

Item 6.2

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: 2014-2018 SFSC STRATEGIC PLAN

South Florida State College's (SFSC) strategic plan provides direction for prioritizing future initiatives, allocating limited resources, and providing a framework for defining the college's mission, vision, and goals. The plan represents a multifaceted strategy developed by a wide cross-section of the college's faculty and staff with guidance and input from numerous stakeholders including students.

Articulated by the plan are the institution's vision, mission, and core values (integrity, service, community, learning, excellence, accountability, and responsibility). It is organized into four Strategic Imperatives, which are determined to be core functions for achieving the college vision and mission. Strategic Imperatives are further structured into three components: goals, outcomes, and key indicators. Goals serve as benchmarks that guide mission accomplishment, outcomes are desired results of achieving a goal, and key indicators ascertain whether the college met its goals. All of the aforementioned components are aligned to the mission and vision statement.

The college's Strategic Plan Review Committee is tasked with monitoring the strategic plan's progress and recommending changes. The committee developed a systematic process to guide its review actions; moreover, a new "rolling" planning cycle was established last year that continually looks ahead over a five-year period and updates the plan annually.

The proposed SFSC Strategic Plan 2014-2018 is presented to the SFSC DBOT for review, discussion, and consideration.

**SUGGESTED MOTION:**

**Move to approve the 2014-2018 SFSC Strategic Plan as presented.**



OFFICE OF THE PRESIDENT

**Item 6.3.1**

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: POLICY IMPLEMENTATION: ADOPTION OF POLICY 4.11 STUDENT FEES

It is recommended that District Board of Trustees Policy 4.11 Student Fees be adopted to document that the President has the authority to publish, collect, defer, exempt, waive, and budget student fees. Currently, there is no policy that discusses the revenue part of budget development related to student fees. The policy will authorize the President to make operational decisions via procedures which have been in place.

This new policy is offered for consideration as presented.

**SUGGESTED MOTION:**

**Move to adopt Policy 4.11 Student Fees as presented.**

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

**POLICY NO.** 4.11

**TITLE:** STUDENT FEES

**LEGAL AUTHORITY:** FLORIDA STATUTES: 1001.64-65, Chapter 1009.21-29;  
STATE BOARD OF EDUCATION RULE 6A-14.054-0542

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR  
ADMINISTRATIVE SERVICES

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The Board shall establish student fees and their rates upon recommendation of the president. The president shall establish procedures to publish, collect, defer, exempt, waive, and budget student fees. The president is authorized to waive, exempt, and/or defer fees established by the Board, subject to law and rules of the State Board of Education.

**HISTORY:** Adopted XX/XX/XX

**Issued by District Board of Trustees:** xx/xx/xx

**Reviewed:**

**Revised:**

## **7.0 Academic and Student Matters**





OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: BIOFUELS PROGRAM CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

**I. PROGRAM ADDITIONS**

Add the following bioenergy programs. These new programs will prepare students as technicians in a production facility where harvested biomass will be used to produce biofuels; effective Spring 2014 (201420).

- Biomass Cultivation #1710 – AS
- Biofuels Technology #1720 – AS
- Biomass Cultivation Specialist #3080 – CCC
- Biofuels Technology Specialist #3082 - CCC

**II. COURSE ADDITIONS**

Add the following courses offered under the new bioenergy AS degree and College Credit Certificate programs, effective Spring 2014 (201420):

- AGR 2XXX Biomass Feedstock Crop Production (3 credit hours)
- ALT 2XXXC Biomass Feedstock Analysis and Quality Control (4 credit hours)
- BEE 1XXX Fossil Fuels Alternatives (3 credit hours)
- BEE 2XXX Biofuels Facilities Design (3 credit hours)
- BEE 2XXX Biomass Cultivation Internship (1-5 credit hours)
- BEE 2XXX OSHA Safety for Biofuels Industry (1 credit hour)
- BEE 2XXX Biofuels Technology Internship (1-5 credit hours)
- BEE 2XXXC Ethanol Production Processing (3 credit hours)
- BOT 2XXXC Introduction to Botany (4 credit hours)
- CHM 2XXXC Chemical Instrumentation (3 credit hours)
- EET 1XXXC Introduction to Basic DC/AC Circuits (3 credit hours)

- ETP 1XXX Introduction to Biofuels
- EVS 2XXXC Treatment of Water and Wastewater (3 credit hours)
- FAS 2XXX Algae Production for Biodiesel (3 credit hours)
- PMA 2XXX Pest Management for Biomass Feedstock (3 credit hours)
- RET 2XXX Biodiesel Production and Design (3 credit hours)
- ETP 2930 Special Topics in Biofuels (3 credit hours)

**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: DEVELOPMENTAL EDUCATION PLAN

The passage of Senate Bill 1720, occurring during the last legislative session, seeks to accelerate student progression and success. As part of this legislation the Florida College System has called for major revisions to Developmental Education offerings and programs as we currently know them. These legislative changes require a plan to implement new developmental education strategies and submission of those plans to the Chancellor of the Florida College System for approval and implementation no later than fall semester 2014.

The legislation requires each Florida College System institution board of trustees develop a plan to implement developmental education reform. The Board may delegate the responsibility of submitting the plan to the college president. The Developmental Education Implementation Plan must be submitted to the Florida College System by January 15, 2014.

**SUGGESTED MOTION:**

**Move to approve the submission of the Developmental Education Implementation Plan to the Florida College System.**

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





OFFICE OF THE PRESIDENT

**Item 8.1**

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: CONSTRUCTION DOCUMENTS FOR FIRE SCIENCE TECHNOLOGY/FIRE  
FIGHTING PROGRAM REMODELING/RENOVATION PROJECT

Staff will present an update of the progress to date on the remodeling/renovation project for Building P, Building O, and all related site work. We continue to plan for completion of this project in 2014.

Architects from the Board approved architectural/engineering services provider Furr & Wegman Architects, P.A. have worked closely with College staff to create construction drawings and specifications (Phase III level) and are ready to send these documents to the Florida Department of Education, Office of Educational Facilities for review and comments. Once reviewed and all mandatory corrections are made, we can then bid the work. Our contracted building official, Mr. R.L. Geiger, has reviewed the construction documents and specifications and has recommended that they move forward for further review. I concur with the recommendation and request approval from our Board to submit the Phase III Construction documents to D.O.E./OEF accordingly.

**SUGGESTED MOTION:**

**Move to approve submittal of construction level documents to the Florida Department of Education for final review and approval to proceed with the remodeling/renovation of Buildings P and O, and all related site work as presented.**



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: FLORIDA COLLEGE SYSTEM RISK MANAGEMENT CONSORTIUM (FCSRMC)  
MEMBER AGREEMENT

Since its inception, South Florida State College has participated in the Florida College System Risk Management Consortium (FCSRMC) and has enjoyed the benefits of group insurance and shared risks for property casualty, liability, and employee health. The existence of the FCSRMC and the relationship among the respective member colleges, in regards to the FCSRMC, continues to be governed by the terms of the longstanding agreement that is currently in place. In addition, the FCSRMC is not an entity unto itself: it is created through the joint agreement among the Boards of the Member institutions.

The original agreement was signed in the early 1980's when the opportunity to create an insurance consortium was established in Florida Statutes. The original agreement remains in effect, but a year or so ago, one of the member college attorneys suggested that the original agreement needed to be updated. Rather than just update the suggested change, FCSRMC staff sent it out to all business officers and member college attorneys for review. Attached is the final document prepared after all suggested changes were made. There are no substantive changes which will alter the governing provisions of the current agreement--just a better reflection of what we are pooling, covering, and not covering through the consortium. Vice President Glenn Little serves as a member of the FCSRMC Operations Committee and agrees that the revised agreement better reflects the current consortium operations and will be helpful should there ever be a legal challenge regarding our participation.

The agreement is under separate cover.

**SUGGESTED MOTION:**

**Move to approve entering into a revised member agreement for continued participation in the Florida College System Risk Management Consortium as presented.**



OFFICE OF THE PRESIDENT

Item 8.3

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: 2014-2015 ACADEMIC CALENDAR

Attached is the proposed Academic Calendar for the 2014-2015 academic year. This calendar is developed with input from all areas of the college and coordinated with the Highlands County Schools.

**SUGGESTED MOTION:**

**Move to approve the 2014-2015 Academic Calendar as presented.**



# 2014-2015 ACADEMIC CALENDAR PROPOSED

Classes for community education, workforce training, and selected certificate programs are ongoing. Adult Education classes are open-entry and are offered year-round. Please check our Web site at [www.southflorida.edu](http://www.southflorida.edu) or with a counselor/advisor for the most current offerings. Dual enrollment students check with a high school counselor for beginning and ending dates.

South Florida State College	Academic Dates and Deadlines		
	Fall 2014	Spring 2015	Summer 2015
<b>Regular Term (16 weeks)</b>	<b>Aug 22 - Dec 17</b>	<b>Jan 7 - May 6</b>	<b>May 8 - Jul 30</b>
Priority date to apply for financial aid	Mar 15	Oct 15	Mar 15
Begin priority registration for students with over 40 hours	Apr 4	Oct 31	Oct 31
Begin registration for students with over 20 hours	Apr 11	Nov 7	Nov 7
Begin open registration	Apr 25	Nov 21	Nov 21
Priority date for SFSC Foundation Scholarships	Jun 15	Oct 15	Mar 15
Fee payment deadline	Aug 4*	Dec 11*	Apr 23*
Faculty return	Aug 18	Jan 5	-
Registration ends	Aug 21	Jan 6	May 7
<b>Classes begin</b>	Aug 22	Jan 7	May 8
Final day to drop classes with refund or change audit status	Aug 29	Jan 13	May 15
Last day to apply for graduation	Aug 29	Jan 14	May 15
Last day to withdraw with a grade of W	Oct 28	Mar 23	Jun 29
Exam week**	Dec 11 - 17	Apr 30 - May 6	Jul 29 & 30
<b>Last day of classes</b>	Dec 17	May 6	Jul 30
Commencement	Dec 18	May 7	-
Grades due in Registrar's Office	Dec 18 (by Noon)	May 7 (by Noon)	Aug 3 (by Noon)
<b>First Flex Session (8 weeks)</b>	<b>Aug 22 - Oct 17</b>	<b>Jan 7 - Mar 3</b>	<b>May 8 - Jun 19</b>
Begin priority registration for students with over 40 hours	Apr 4	Oct 31	Oct 31
Begin registration for students with over 20 hours	Apr 11	Nov 7	Nov 7
Begin open registration	Apr 25	Nov 21	Nov 21
Fee payment deadline	Aug 4*	Dec 11*	Apr 23*
Registration ends	Aug 21	Jan 6	May 7
<b>Classes begin</b>	Aug 22	Jan 7	May 8
Final day to drop classes with refund or change audit status	Aug 29	Jan 13	May 15
Last day to apply for graduation	Aug 29	Jan 14	May 15
Last day to withdraw with a grade of W	Sept 25	Feb 9	Jun 2
Exam week**	Oct 16 & 17	Mar 2 & 3	Jun 18 & 19
<b>Last day of classes</b>	Oct 17	Mar 3	Jun 19
Grades due in Registrar's Office	Oct 20 (by Noon)	Mar 4 (by Noon)	Jun 22 (by Noon)
<b>Second Flex Session (8 weeks)</b>	<b>Oct 20 - Dec 17</b>	<b>Mar 4 - May 6</b>	<b>Jun 22 - Jul 30</b>
Begin priority registration for students with over 40 hours	Apr 4	Oct 31	Oct 31
Begin registration for students with over 20 hours	Apr 11	Nov 7	Nov 7
Begin open registration	Apr 25	Nov 21	Nov 21
Fee payment deadline	Aug 4*	Dec 11*	Apr 23*
Last day to apply for graduation	Aug 29	Jan 14	May 15
Registration ends	Oct 19	Mar 3	Jun 21
<b>Classes begin</b>	Oct 20	Mar 4	Jun 22
Final day to drop classes with refund or change audit status	Oct 24	Mar 10	Jun 26
Last day to withdraw with a grade of W	Nov 21	Apr 14	Jul 15
Exam week**	Dec 11 - 17	Apr 30 - May 6	Jul 29 & 30
<b>Last day of classes</b>	Dec 17	May 6	Jul 30
Grades due in Registrar's Office	Dec 18 (by Noon)	May 7 (by Noon)	Aug 3 (by Noon)
<b>Limited Services Available</b>			
Convocation	Aug 18	-	-
Staff Development Day	-	Feb 13	-
<b>Holidays</b>			
No classes - college closed	Labor Day - Sept 1	New Year's Day - Jan 1	Memorial Day - May 25
*All Fridays of Summer B (June 26, July 3, 10, 17, 24, and 31)	Thanksgiving - Nov 26-29	Martin Luther King - Jan 19	Independence Day - Jul 3
*Exceptions: Community Education, Workforce Training, and Adult Education	Winter Break - Dec 20-Jan 4	Spring Break - Mar 15-21	

\* Fees due on day of registration after deadline date

\*\* Examination schedule for Arts and Science Division courses only. Please check course syllabi for all other divisions.

## ***9.0 Reports***



OFFICE OF THE PRESIDENT

**Item 9.2**

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: RESOURCE DEVELOPMENT REPORT

**I. 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, Inc. since the October 2013 meeting of the College District Board of Trustees. The included dates are October 9, 2013 through November 12, 2013. The total amount being reported is **\$113,691.36**.

<b>South Florida State College Foundation, Inc</b> <b>Gift Summary Report 10/9/13 through 11/12/13</b>				
Fund Description	Gift			
	Count	Cash	Pledges	Total
Unrestricted	38	\$10,925.50	\$300.00	\$11,225.50
Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$6.00
African American-Dennard	1	\$25.00	\$0.00	\$25.00
SFSC General Scholarship	10	\$221.00	\$0.00	\$221.00
Joe Johnston/Bette McDeaman Memor	1	\$20.00	\$0.00	\$20.00
General Nursing Scholarship	1	\$0.50	\$0.00	\$0.50
SFSC Community Fund	9	\$76.00	\$0.00	\$76.00
SFSC Library Donations	3	\$35.00	\$0.00	\$35.00
Athletic Booster Club	2	\$15.00	\$0.00	\$15.00
Phi Theta Kappa	1	\$10.00	\$0.00	\$10.00
Dental Programs	2	\$120.00	\$0.00	\$120.00
MOFAC	2	\$7.50	\$0.00	\$7.50
Highlands County Bar Association Scholarship	2	\$520.00	\$0.00	\$520.00
Title III Endowment	1	\$80,000.00	\$0.00	\$80,000.00
Norman L. Stephens Endowment	11	\$3,070.00	\$8,000.00	\$11,070.00
TSIC Scholarships	10	\$86.52	\$0.00	\$86.52
Ruby Thomson Nees Memorial Scholarship	3	\$253.34	\$0.00	\$253.34
Clifford and Marleen Perkall and Anna Lena Kiler STEM S'ship	1	\$10,000.00	\$0.00	\$10,000.00
<b>Grand Totals:</b>		<b>\$105,391.36</b>	<b>\$8,300.00</b>	<b>\$113,691.36</b>
99 Gift(s) listed				
85 Donor(s) listed				

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



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: DECEMBER 11, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

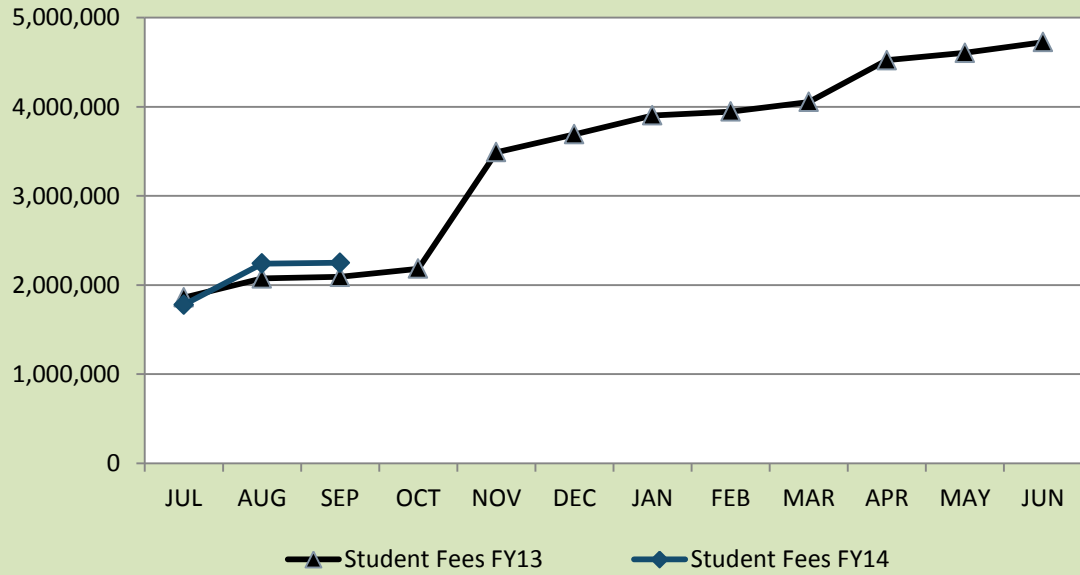
FROM: THOMAS C. LEITZEL

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

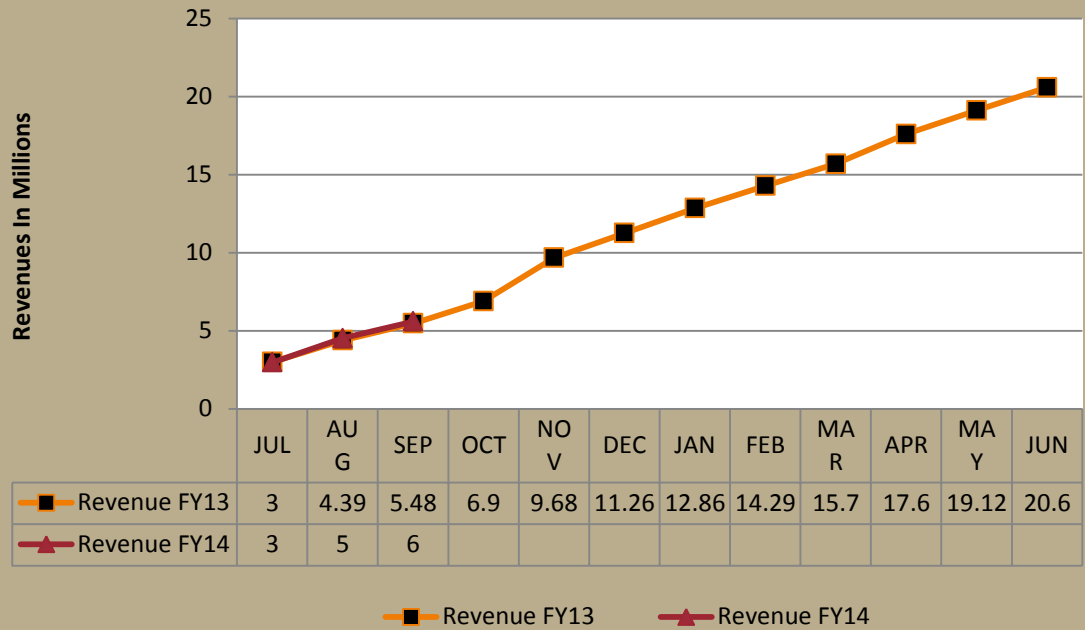
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – ***INFORMATION ITEM***

Attached are the graphs and summary of revenue and expenditures of the College through September 2013.

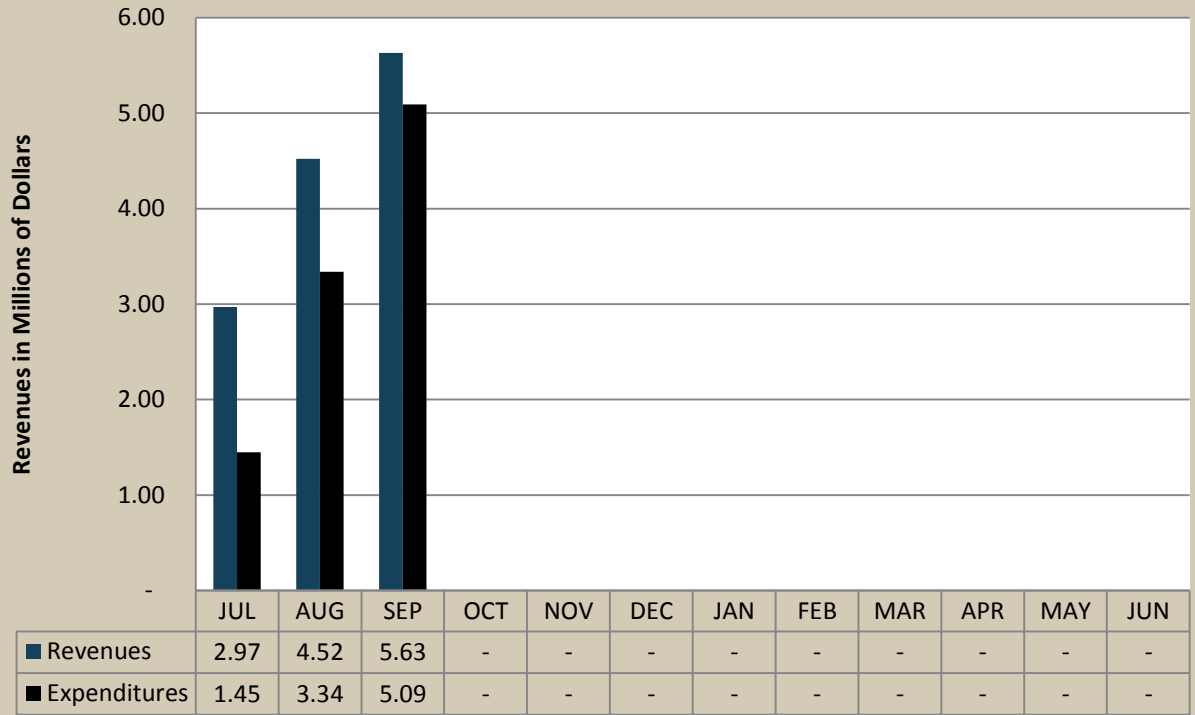
**South Florida State College  
Fund 1 Student Fee Revenue, FY 13 vs FY 14**



# **South Florida State College** **Fund 1 Total Revenue, FY 13 vs FY 14**



## South Florida State College Fund 1 Total Revenues & Expenditures FY 14



<b>South Florida State College</b> <b>Revenue and Expenditures</b> <b>For the Month Ended September 30, 2013</b>					
<b>Account Code</b>	<b>Account Title</b>	<b>Budget Amount</b>	<b>Amount</b>	<b>Difference</b>	<b>Percentage Collected/Spent to Date</b>
401XX	Matriculation/Tuition Fees	\$ 4,175,062.00	\$ 1,914,606.97	\$ 2,260,455.03	45.86%
403XX	Non Resident Fees	119,314.00	35,794.98	83,519.02	30.00%
404XX	Laboratory Fees	337,000.00	183,391.92	153,608.08	54.42%
40505	Transient Student Application Fee	-	125.00	(125.00)	100.00%
40600	Graduation Fees	17,500.00	1,431.00	16,069.00	8.18%
40700	Transcript Fee	9,000.00	2,365.00	6,635.00	26.28%
408XX	Technology Fees	190,000.00	83,913.03	106,086.97	44.16%
409XX	Other Student Fees	64,050.00	29,022.42	35,027.58	45.31%
41600	Grants and Contracts from Counties	17,504.00	17,504.00	-	100.00%
42110	FCSPP-General Revenue	12,805,796.00	3,201,449.00	9,604,347.00	25.00%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPP-Lottery	2,930,825.00	-	2,930,825.00	0.00%
42900	Indirect Cost Recovered - State	3,000.00	-	3,000.00	0.00%
43500	Federal Grants & Contracts	-	1,419.94	(1,419.94)	100.00%
43900	Indirect Costs Recovered - Federal	90,000.00	10,535.61	79,464.39	11.71%
44100	Cash Contributions	8,700.00	11,077.00	(2,377.00)	127.32%
46400	Use of College Facilities	83,000.00	7,896.33	75,103.67	9.51%
46401	Rental - Tri-County Human Svcs	138,902.00	34,725.57	104,176.43	25.00%
466XX	Other Sales and Services	260,650.00	88,279.48	172,370.52	33.87%
48100	Interest and Dividends	7,500.00	1,673.86	5,826.14	22.32%
487XX	Fines and Penalties	3,650.00	623.08	3,026.92	17.07%
49XXX	Transfers and Other Revenue	148,700.00	7,313.93	141,386.07	4.92%
	<b>Total Revenue</b>	<b>\$ 21,412,303.00</b>	<b>\$ 5,633,148.12</b>	<b>\$ 15,779,154.88</b>	<b>26.31%</b>
51XXX	Management	\$ 1,820,478.50	\$ 460,569.70	\$ 1,359,908.80	25.30%
52XXX	Instruction	4,527,386.00	848,850.21	3,678,535.79	18.75%
53XXX	Other Professional	2,761,503.20	685,563.63	2,075,939.57	24.83%
54XXX	Career Staff	2,675,749.00	661,776.52	2,013,972.48	24.73%
56XXX	Other Personnel Services-Instructional	931,200.00	97,264.50	833,935.50	10.45%
57XXX	Other Professional-Tech/Clerical/Trade	117,082.00	15,581.94	101,500.06	13.31%
58000	Student Employment -Inst Work Study	25,000.00	545.30	24,454.70	2.18%
585XX	Employee Awards	4,500.00	142.98	4,357.02	3.18%
59XXX	Benefits	3,783,102.00	786,210.26	2,996,891.74	20.78%
	<b>Total Personnel</b>	<b>\$ 16,646,000.70</b>	<b>\$ 3,556,505.04</b>	<b>\$ 13,089,495.66</b>	<b>21.37%</b>
605XX	Travel	\$ 271,141.00	\$ 45,974.22	\$ 225,166.78	16.96%
61000	Freight and Postage	36,715.00	24,124.52	12,590.48	65.71%
61500	Telecommunications	153,000.00	6,819.00	146,181.00	4.46%
62000	Printing	70,480.00	10,472.10	60,007.90	14.86%
625XX	Repairs and Maintenance	837,575.00	434,743.20	402,831.80	51.90%
63000	Rentals	177,556.00	45,271.59	132,284.41	25.50%
635XX	Insurance	396,400.00	225,586.69	170,813.31	56.91%
640XX	Utilities	1,480,650.00	317,888.43	1,162,761.57	21.47%
645XX	Other Services	447,615.00	158,062.06	289,552.94	35.31%
650XX	Professional Fees	161,650.00	12,791.00	148,859.00	7.91%
655XX	Education Office/Dept Material Supp	390,590.00	119,926.01	270,663.99	30.70%
657XX	Data Software - Non-Capitalized	22,975.00	15,502.50	7,472.50	67.48%
66000	Maint/Construction Material/Supp	289,250.00	59,518.65	229,731.35	20.58%
665XX	Other Material & Supplies	112,100.00	26,551.89	85,548.11	23.69%
670XX	Subscriptions/Library Books	37,500.00	14,618.13	22,881.87	38.98%
67500	Purchases for Resale	61,800.00	6,022.09	55,777.91	9.74%
680XX	Scholarships	45,000.00	9,866.00	35,134.00	21.92%
69XXX	Transfers and Other Expenses	90,000.00	561.43	89,438.57	0.62%
	<b>Total Current Expenses</b>	<b>\$ 5,081,997.00</b>	<b>\$ 1,534,299.51</b>	<b>\$ 3,547,697.49</b>	<b>30.19%</b>
70600	Minor Equipment >1000<5000	\$ 20,000.00	\$ 4,173.41	15,826.59	20.87%
71000	Furniture and Equipment	10,000.00	-	10,000.00	0.00%
	<b>Total Capital Outlay</b>	<b>\$ 30,000.00</b>	<b>\$ 4,173.41</b>	<b>\$ 25,826.59</b>	<b>13.91%</b>