SFSC
District Board of Trustees
Regular Meeting
December 10, 2014

Highlands Campus
6:00 p.m.

Tim Backer
Derren Bryan
Tami Cullens
Louis Kirschner
Ken Lambert, Chair
Lana C. Puckorius
Kris Y. Rider, Vice Chair
Joe Wright
Thomas C. Leitzel, President/Secretary
1.0 Call to Order and Preliminary Matters
PRESENT TO BOARD: DECEMBER 10, 2014

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 10, 2014 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of December 10, 2014 as presented.
AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
DECEMBER 10, 2014  
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 – November 5, 2014  
1.3 Review of Agenda Master Calendar

2.0 Communications, Introductions, and Recognition  
2.1 Employee Retirement  
2.2 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  
5.4 Operating Actions  
    5.4.1 Monthly Accounts Payable & Payroll Payment Summary  
    5.4.2 Property Deletion & Disposal  
    5.4.3 Vehicle Donation

6.0 Planning and Policy Issues  
6.1 Policy Implementation  
    6.1.1 Policy 3.15 Admission to B.A.S., A.A., A.S., A.A.S., Certificate, or Special Courses/Programs

7.0 Academic and Student Matters  
7.1 Curriculum Proposals  
7.2 Fee Proposals  
7.3 2015-2016 Academic Calendar

8.0 Purchasing and Other Action Items  
8.1 Submission of SACSCOC Substantive Change Report  
8.2 SFSC Mission Statement

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
PRESENT TO BOARD:  DECEMBER 10, 2014

TO:  SOUTH FLORIDA STATE COLLEGE
     DISTRICT BOARD OF TRUSTEES

FROM:  THOMAS C. LEITZEL

SUBJECT:  MINUTES – REGULAR MEETING – NOVEMBER 5, 2014

It is recommended that the minutes of the regular meeting held November 5, 2014 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the November 5, 2014 regular meeting as presented.
MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
NOVEMBER 5, 2014

Members Present: Mr. Tim Backer
Mr. Derren Bryan
Mrs. Tami Cullens
Dr. Louis 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

Staff Present: Dr. Kimberly Batty-Herbert  Mr. Kevin Brown  Mrs. Tammy Bush
Mrs. Susie Hale  Mrs. Anita Kovacs  Mrs. Deborah Latter
Mr. Glenn Little  Mrs. Becky Sroda  Dr. Chris van der Kaay
Mrs. June Weyrauch  Mrs. Sarah Lancaster  Mr. Bil Kovacs
Dr. Fuschetti  Mrs. Debbie Gutierrez  Mr. Manuel Cortazal
Dr. Robert Flores

Others Present: Mr. Chauncey Fagler
Mr. Mathew Snook
Mrs. Barbara Kirschner

CALL TO ORDER
At 6:03 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 Mr. Wright, to adopt the agenda of the regular meeting held November 5, 2014 with the addition of Agenda Item #2.2 2014 AFC Convention Presentation. 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 October 1, 2014. 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 with no changes.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION
2.1 **New Employee Introductions**
The following new employee was introduced:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Supervisor</th>
<th>Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Lancaster</td>
<td>Instructor, Agri-Science</td>
<td>Kevin Brown</td>
<td>09/08/14</td>
</tr>
</tbody>
</table>

2.2 **2014 AFC Convention Presentation**
Dr. Leitzel introduced Mrs. Debbie Gutierrez, SFSC AFC Chapter President, who gave a presentation on the 2014 AFC Convention which took place in Destin, FL, October 28-31. She announced the awards that the college received.

3.0 **PUBLIC COMMENT**
None

4.0 **PRESENTATION**

4.1 **Florida Retirement System Risk Management Consortium (FCSRMC)**
Vice President Little introduced Mr. Chauncey Fagler, Executive Director of the Florida College Risk Management Consortium (FCSRMC) and Mr. Mathew Snook of Mercer and Associates, a consultant to the FCSRMC, who provided an overview of the many facets of insurance coverage and risk management provided to SFSC.

5.0 **CONSENT AGENDA ACTION ITEMS**

5.1 **Personnel Actions**
Approved a list of appointments, full-time professional staff; resignations and terminations; retirements; and adjunct faculty 2014-15, academic year as needed. *(EXHIBIT "A")*

5.2 **Agreement and Contracts**
5.2.1 Approved entry into a new affiliation agreement with Central Florida Health Care for the purpose of providing an additional training site for Radiography students. *(EXHIBIT "B")*

5.3 **Grant Applications**
5.3.1 **Dental Education Equipment**
Highlands County Health Facilities Authority $20,800

5.3.2 **2015 Summer Bridge Program**
College Board Expanded Opportunity Grant Program $11,000

5.3.3 **MOFAC Exhibit Funds**
Heartland Cultural Alliance $500

5.3.4 **Collaboration and Alignment Grant**
Florida College System Foundation $10,000

5.4 **Operational Actions**
5.4.1 **Monthly Accounts Payable/Payroll Check Register**
Approved the monthly accounts payable/monthly payroll check register and summary through September 2014. *(EXHIBIT "C")*

5.4.2 **Property Deletion and Disposal**
Approved the deletion and disposal of items presented from property records in the amount of $62,322.07. *(EXHIBIT "D")*
Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to approve the Consent Agenda, Items 5.1 through 5.4.2 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. Motion carried by unanimous vote.

6.0 PLANNING AND POLICY ISSUES

6.1 Policy Development

6.1.1 Policy 3.15 Admission to B.A.S., A.A., A.A., A.A.S., Certificate, or Special Courses/Programs

Dr. Leitzel presented for discussion proposed changes to Policy 3.15 Admission to B.A.S., A.A., A.A.S., Certificate, or Special Courses/Programs.

(EXHIBIT "E")

Mr. Backer made a motion, seconded by Mr. Bryan, to table consideration of changes to Policy 3.15 until the December 10 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

Dr. Kimberly Batty-Herbert introduced a curriculum proposal. (EXHIBIT "F")

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the curriculum proposal 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 Proposal

Dr. Kimberly Batty-Herbert introduced a fee proposal. (EXHIBIT "G")

Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the fee proposal 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

None

9.0 REPORTS

9.1 Technology Upgrade for Boardroom

Vice President Little and Dr. van der Kaay gave their recommendation for conferencing equipment and using a second viewing screen in the Boardroom for future meetings. The Trustees approved the recommendation as presented.

Mr. Bryan suggested using the Highlands Campus as the Board meeting home base and inviting Trustees to student organizations/activities being held at the other campuses. Mrs. Puckorius made a motion, seconded by Mr. Backer, to hold Board meetings at the Highlands Campus and to let the Trustees know of student/college activities being held throughout the district. 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.
9.2 **Facilities**
No report was presented.

9.3 **Resource Development**
Mr. Manuel Cortazal reported on a recently funded grant, donations, and pledges.

I. **Grant Funded**
   A. **Commercial Motor Vehicle Operator Training**
      Federal Motor Carrier Safety Administration $86,486

II. **Donations and Pledges**
The South Florida State College Foundation, Inc. received donations and pledges in the amount of $69,234.65 from September 11 through October 8, 2014.

9.4 **Financial Report**
Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of August 2014 were presented as information items. (*EXHIBIT "H"*)

9.5 **President’s Report**
Dr. Leitzel reported on the following college activities:
1. College Factoids – college completion rate 45%, second in the State. MSN Money Article stated Sebring area median family income of $33,000, lowest in the nation. Yearly enrollment projection – up 2.67%.
2. Increase in enrollment goal and number of applications. The number of unique visitors to the hub website for July and August was 2,376.
3. The college received $10,000 for Florida Blue Connection for having over 50% employee participation in this year’s wellness fair. One initiative these funds will be used for is to offer Gold’s Gym memberships to employees. Other initiatives will be setup throughout the district.
4. A progress report was given on the Fire Science building and fire tower.
5. The Career Academy’s name was changed to Highlands Career Institute at the request of the School Board of Highlands County.
6. The *Thrill the World* event held October 25th in the Theatre for the Performing Arts raised $250 for United Way.
7. Phi Beta Lambda students finished first and second places in business competition events at the State Leadership Conference.
8. SFSC’s AFC Chapter received eight awards in Communications and Marketing at this year’s AFC Convention held October 28-21 in Destin.
9. Cultural Programs ticket sales are down slightly from this time last year. The first performance is November 22 – Abhinava Dance Company. The Jim Brickman performance is December 1 at 8:00. The same evening as the SFSC Foundation Jubilee at the Hotel Jacaranda.
10. There is a Robert Butler reception on November 13 at MOFAC from 5-7 p.m.
11. A Veterans Day event will be held Tuesday, November 11 at 10:45 a.m. on the Highlands Campus around the flagpole.
12. Items of discussion for the upcoming DBOT planning workshop were reviewed. The workshop will take place December 10 at 4:00 p.m.
13. The outcomes of the October 27-29 Vision Session Focus Group meetings will be reviewed at the planning workshop.

9.6 **Board Attorney’s Report**
Mrs. Karlson stated no report.
9.7 **Board Members’ Reports**

Mrs. Puckorius stated no report.

Mr. Backer stated he had attended the recent Applied Sciences, Technologies, and Health Advisory Dinner and Workshop held at the Highlands Campus.

Dr. Kirschner stated no report.

Mr. Wright stated no report.

Mrs. Cullens wished everyone a Happy Thanksgiving.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

9.8 **Board Chair Report**

Mr. Lambert reminded the Trustees of the many events taking place in December and encouraged them to attend as many as they can. He also stated that he is grateful to serve with the other Trustees.

10.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 8:55 p.m.
PRESENT TO BOARD:  DECEMBER 10, 2014

TO:       SOUTH FLORIDA STATE COLLEGE
          DISTRICT BOARD OF TRUSTEES

FROM:     THOMAS C. LEITZEL  

SUBJECT: REVIEW OF AGENDA MASTER CALENDAR

Information:

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

<table>
<thead>
<tr>
<th>DECEMBER 2014</th>
<th>JANUARY 2015</th>
<th>FEBRUARY 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jacaranda Jubilee, SFSC Foundation, 6:30 PM</td>
<td>2-3 Trustees Legislative Conference</td>
<td>19 **Lifelong Learners Presidents' Forum</td>
</tr>
<tr>
<td>10 Planning Workshop, 4 PM Followed by Board Meeting, 6 PM, Highlands Campus</td>
<td>7 **Family Fun Day in DeSoto</td>
<td>25 Board Meeting, 6 PM Highlands Campus</td>
</tr>
<tr>
<td>11 SFSC Foundation Christmas Luncheon, 12 PM, Jacaranda Hotel</td>
<td>9-12 ACCT Nat’l Legislative Summit Washington, DC</td>
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<tr>
<td>17 SFSC Employee Holiday Party, 11:30 AM Highlands Campus, Cafeteria</td>
<td>14 **Kickoff Celebration, Highlands Campus</td>
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</tr>
<tr>
<td>18 SFSC Commencement</td>
<td>15 **Brick Sale Campaign Begins</td>
<td>28 Board Meeting, 6 PM Highlands Campus</td>
</tr>
<tr>
<td></td>
<td>8 **College to Sponsor Sebring Chamber Luncheon</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17 SFSC Employee Holiday Party, 11:30 AM Highlands Campus, Cafeteria</td>
<td></td>
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<td></td>
<td>25 Board Meeting, 6 PM Highlands Campus</td>
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<table>
<thead>
<tr>
<th>MARCH 2015</th>
<th>APRIL 2015</th>
<th>MAY 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 **5K &amp; 50mi Bike Ride</td>
<td>22 Board Meeting, 6 PM Highlands Campus (Student Activities Presentation)</td>
<td>7 SFSC Commencement</td>
</tr>
<tr>
<td>25 Board Meeting, 6 PM Highlands Campus</td>
<td>25 SFSC Foundation Gala, 6 PM, Jacaranda Hotel</td>
<td>21 **Trustees/Retirees Luncheon</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUNE 2015</th>
<th>JULY 2015</th>
<th>AUGUST 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Board Meeting, 6PM Highlands Campus</td>
<td>22 Board Meeting, 6 PM Highlands Campus</td>
<td>26 *Board Meeting, 6 PM Highlands Campus</td>
</tr>
<tr>
<td>26 **Summer of Love Concert</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER 2015</th>
<th>OCTOBER 2015</th>
<th>DECEMBER 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 **Hardee Campus Mud Run</td>
<td>24 **Masquerade Ball</td>
<td>9 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</td>
</tr>
<tr>
<td>23 *Board Meeting, 6 PM Highlands Campus</td>
<td>28 *Board Meeting, 6 PM Highlands Campus</td>
<td></td>
</tr>
</tbody>
</table>

*Tentative  
**50th Anniversary Events
2.0 Communications, Introductions, and Recognitions
PRESENT TO BOARD: DECEMBER 10, 2014

TO: SOUTH FLORIDA STATE COLLEGE
    DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: EMPLOYEE RETIREMENT

It is recommended that the retirement of Mr. Robert Barrie, end-user support analyst, be recognized for his many years of service to South Florida State College.

SUGGESTED MOTION:

Move to recognize the retirement of Mr. Robert Barrie for his many years of service to South Florida State College.
RESOLUTION

REGRETFULLY ACCEPTING THE DECISION OF

Robert C. Barrie

TO RETIRE, RECOGNIZING WITH GRATITUDE

HIS MANY YEARS OF DEVOTED SERVICE TO

SOUTH FLORIDA STATE COLLEGE

WHEREAS, Robert was born in Binghamton, New York and employed in Florida; and

WHEREAS, Robert began working at the college September 27, 1999, as an end-user support analyst, serving the college well; and

WHEREAS, dependability, loyalty, and talent have made Robert not only a valuable employee, but also a wonderful friend to all;

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF TRUSTEES OF SOUTH FLORIDA STATE COLLEGE:

THAT Robert enjoys every minute of his retirement as he indulges in his hobbies: motorcycles and woodworking.

THAT Robert remembers his SFSC friends and visits SFSC often.

FURTHER, that this Resolution, signed by the Chair of the District Board of Trustees of South Florida State College and attested by the President of the college, be presented to Robert C. Barrie with the admiration and respect of his colleagues.

UNANIMOUSLY PASSED AND ADOPTED by the South Florida State College District Board of Trustees this 10th day of December 2014.

______________________________
Chair, District Board of Trustees

______________________________
President, South Florida State College
PRESENT TO BOARD: DECEMBER 10, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Supervisor</th>
<th>Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kellie Croft</td>
<td>Resource Development Assistant, Title III Project</td>
<td>Lindsay Lynch</td>
<td>09/08/14</td>
</tr>
<tr>
<td>John Rousch</td>
<td>Director, Adult Education</td>
<td>Michael McLeod</td>
<td>10/27/14</td>
</tr>
</tbody>
</table>
3.0 Public Comment
4.0 Presentations
5.0 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.
<table>
<thead>
<tr>
<th>CONSENT AGENDA ACTION ITEMS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Personnel Actions</td>
<td>22</td>
</tr>
<tr>
<td>5.2 Agreement and Contracts</td>
<td>-</td>
</tr>
<tr>
<td>5.3 Grant Applications</td>
<td>-</td>
</tr>
<tr>
<td>5.4 Operating Actions</td>
<td></td>
</tr>
<tr>
<td>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</td>
<td>23</td>
</tr>
<tr>
<td>5.4.2 Property Deletion &amp; Disposal</td>
<td>24</td>
</tr>
<tr>
<td>5.4.3 Vehicle Donation</td>
<td>27</td>
</tr>
</tbody>
</table>
PRESENT TO BOARD: DECEMBER 10, 2014

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:

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Teaching Area</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bailes, Timothy</td>
<td>Criminal Justice</td>
<td>IV</td>
</tr>
<tr>
<td>Black, John</td>
<td>Digital Photography</td>
<td>IV</td>
</tr>
<tr>
<td>Choate, Michael</td>
<td>EMT/Paramedic</td>
<td>III</td>
</tr>
<tr>
<td>Copeland, Chary-Sy</td>
<td>TESOL/Elementary Education</td>
<td>II</td>
</tr>
<tr>
<td>Earley, Scott R.</td>
<td>ABE/GED/ESOL</td>
<td>III</td>
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<tr>
<td>Krauklis, Shellie</td>
<td>EMT/Paramedic</td>
<td>IV</td>
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<tr>
<td>Santana, Jennifer</td>
<td>EMT/Paramedic</td>
<td>III</td>
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<tr>
<td>Swift, Julie</td>
<td>Culinary Arts</td>
<td>IV</td>
</tr>
<tr>
<td>Wilson, Marie</td>
<td>ABE/GED/ESOL</td>
<td>II</td>
</tr>
</tbody>
</table>

**SUGGESTED MOTION:**

Move to approve the personnel recommendations as presented.
PRESENT TO BOARD:  DECEMBER 10, 2014

TO:  SOUTH FLORIDA STATE COLLEGE
     DISTRICT BOARD OF TRUSTEES

FROM:  THOMAS C. LEITZEL

SUBJECT:  MONTHLY ACCOUNTS PAYABLE/PAYROLL PAYMENT SUMMARY

The law requires that warrants be approved and made available for review. Detailed information on all disbursements for October 2014 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:

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>No.</td>
<td>Amount</td>
<td>No.</td>
<td>Amount</td>
</tr>
<tr>
<td>July</td>
<td>436</td>
<td>$5,155,026.45</td>
<td>137</td>
</tr>
<tr>
<td>Aug</td>
<td>184</td>
<td>283,786.52</td>
<td>265</td>
</tr>
<tr>
<td>Sept</td>
<td>1360</td>
<td>1,537,682.70</td>
<td>251</td>
</tr>
<tr>
<td>Oct</td>
<td>777</td>
<td>993,598.75</td>
<td>330</td>
</tr>
<tr>
<td>Nov</td>
<td>0</td>
<td>0</td>
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<td>Dec</td>
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<td>March</td>
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<td>April</td>
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<tr>
<td>May</td>
<td>0</td>
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<tr>
<td>June</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Totals 2757 $3,330,094.42 983 $4,332,719.75 2082 $1,066,079.40 5822 $8,728,893.57

### Payroll:

<table>
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<tr>
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<tbody>
<tr>
<td>No.</td>
<td>Amount</td>
<td>No.</td>
</tr>
<tr>
<td>July</td>
<td>40</td>
<td>$471,127.04</td>
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<tr>
<td>Aug</td>
<td>24</td>
<td>35,253.90</td>
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<tr>
<td>Sept</td>
<td>22</td>
<td>33,839.51</td>
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<td>Oct</td>
<td>26</td>
<td>35,101.28</td>
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<tr>
<td>Nov</td>
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<tr>
<td>Feb</td>
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<td>0</td>
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<tr>
<td>March</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>April</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>May</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>June</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Totals 117 $151,321.73 1691 $3,329,933.26 1803 $3,481,254.99

### Accounts Payable:

<table>
<thead>
<tr>
<th>2013/2014</th>
<th>2014/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td># Payments</td>
<td>Monthly Total</td>
</tr>
<tr>
<td>July</td>
<td>979</td>
</tr>
<tr>
<td>August</td>
<td>1,019</td>
</tr>
<tr>
<td>September</td>
<td>1,092</td>
</tr>
<tr>
<td>October</td>
<td>2,657</td>
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<tr>
<td>November</td>
<td>1,348</td>
</tr>
<tr>
<td>December</td>
<td>1,097</td>
</tr>
<tr>
<td>January</td>
<td>1,223</td>
</tr>
<tr>
<td>February</td>
<td>1,327</td>
</tr>
<tr>
<td>March</td>
<td>1,136</td>
</tr>
<tr>
<td>April</td>
<td>1,054</td>
</tr>
</tbody>
</table>

Totals 16,676 $21,299,021.18 5,822 $8,728,893.57

### Payroll:

<table>
<thead>
<tr>
<th>2013/2014</th>
<th>2014/2015</th>
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</thead>
<tbody>
<tr>
<td># Payments</td>
<td>Monthly Total</td>
</tr>
<tr>
<td>July</td>
<td>519</td>
</tr>
<tr>
<td>August</td>
<td>392</td>
</tr>
<tr>
<td>September</td>
<td>434</td>
</tr>
<tr>
<td>October</td>
<td>458</td>
</tr>
<tr>
<td>November</td>
<td>487</td>
</tr>
<tr>
<td>December</td>
<td>486</td>
</tr>
<tr>
<td>January</td>
<td>478</td>
</tr>
<tr>
<td>February</td>
<td>461</td>
</tr>
<tr>
<td>March</td>
<td>485</td>
</tr>
<tr>
<td>April</td>
<td>476</td>
</tr>
<tr>
<td>May</td>
<td>484</td>
</tr>
</tbody>
</table>

Totals 5584 $10,598,064.07 1803 $3,481,254.99
PRESENT TO BOARD: DECEMBER 10, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: PROPERTY REMOVAL

Authorization is requested to delete items on the attached list of equipment totaling $23,422.27 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-14

<table>
<thead>
<tr>
<th>Tag #</th>
<th>Date Purchased</th>
<th>Description</th>
<th>Cost</th>
<th>Condition Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>12101</td>
<td>12/21/1999</td>
<td>Hewlett Packard LaserJet 4050T Printer</td>
<td>$1,094.23</td>
<td>Poor</td>
</tr>
<tr>
<td>13502</td>
<td>7/22/2003</td>
<td>HP Laser Jet 2500 TN Color Printer</td>
<td>$1,464.04</td>
<td>Poor</td>
</tr>
<tr>
<td>14113</td>
<td>11/15/2005</td>
<td>Optical Imaging System</td>
<td>$18,560.00</td>
<td>Poor</td>
</tr>
<tr>
<td>14636</td>
<td>5/11/2007</td>
<td>1987 Dodge Caravan</td>
<td>$1,300.00</td>
<td>Poor</td>
</tr>
<tr>
<td>15652</td>
<td>8/14/2008</td>
<td>Dell Multifunction Color Laserprinter 3115cn</td>
<td>$1,004.00</td>
<td>Poor</td>
</tr>
</tbody>
</table>

**TOTAL** $23,422.27
PRESENT TO BOARD:   DECEMBER 10, 2014

TO:    SOUTH FLORIDA STATE COLLEGE
       DISTRICT BOARD OF TRUSTEES

FROM:  THOMAS C. LEITZEL

SUBJECT:  VEHICLE DONATION

Authorization is requested to accept the donation of a 1996 Dodge Hightop “Kustom Creation” handicap van with hydraulic lift, valued at $4000, to SFSC’s Automotive Service Technology Program.

The van was donated by Dr. Catherine Cornelius.

SUGGESTED MOTION:

Move to accept the donation of a 1996 Dodge Hightop “Kustom Creation” handicap van with a hydraulic lift as presented.
6.0 Planning and Policy Issues
PRESENT TO BOARD: DECEMBER 10, 2014

TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: POLICY IMPLEMENTATION: POLICY 3.15 ADMISSION TO B.A.S., A.A., A.S., A.A.S., CERTIFICATE, OR SPECIAL COURSES/PROGRAMS

As we add two new Bachelor’s in Science degrees (Bachelor of Science in Elementary Education and Bachelor of Science in Nursing) we will need to include in our policy title description (which currently only addresses the Bachelor of Applied Science). Additionally, as of this date we have removed all A.A.S. programs at the college.

In order to incorporate all types of baccalaureate and associate degree classifications it is easier to use a more global term that encompasses the many variations within the general headers of baccalaureate and associate degree.

We use both first come, first served processing of application, as well as, ranked-ordered application processing. Each program has specified guidelines for admission.

These changes to Policy 3.15 are offered for your consideration as presented.

SUGGESTED MOTION:
Move to approve the recommended changes to Policy 3.15 as presented.
POLICY NO.  3.15

TITLE: ADMISSION TO BACCALAUREATE, ASSOCIATE, CERTIFICATE, DIPLOMA, B.A.S., A.A., A.S., A.A.S., CERTIFICATE, OR SPECIAL COURSES/PROGRAMS

LEGAL AUTHORITY: FLORIDA STATUTES: 1001.64, 1001.65, 1004.64, 1007.263
STATE BOARD OF EDUCATION RULES: 6A-14.030, 6A-14.031

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR EDUCATIONAL AND STUDENT SERVICES

The president is delegated the authority to develop admission criteria for instructional courses and/or programs, including limited access programs.

Educational courses and programs will be provided in advanced and professional education, postsecondary vocational, postsecondary adult vocational, continuing workforce education, apprenticeship, college preparatory, vocational preparatory, adult education, and community education.

Admission to courses and programs will be based upon appropriate statute and rule and differentiated criteria and ability to benefit as defined by the District Board of Trustees. Admissions procedures shall meet all applicable Equal Access/Equal Opportunity and Equity requirements.

Students who enroll in a college credit course must have a high school diploma that meets Florida requirements or high school equivalency scores that meet Florida standards provided their placement test results indicate the ability to progress successfully, or be a high school student utilizing an approved accelerated mechanism (dual enrollment, early admission, home schooled).

When faculty or program limitations restrict the size of enrollment, admission to the college and enrollment into a course or program will be granted in the order in which completed applications have been received by the Office of Admissions and Records, provide that all other requirements have been satisfactory met.

College-wide admissions are received by the Office of Admissions and Records and provide open-access to students except for those programs identified as selective admission. When programs have selective admissions enrollment requirements, published guidelines for admissions processing will be consistently applied to applicants.

The college reserves the right to grant probationary admission or, at its option, to deny admission to any applicant whose record of behavior indicates that he/she would interfere with the rights and privileges of other students.

HISTORY: Last Reviewed XX/XX/XX

Issued by District Board of Trustees: 8/10/84
Reviewed: 7/1/04, 7/1/07, 6/27/12
Revised: 8/18/88, 11/28/01, 1/28/09, XX/XX/XX
7.0 Academic and Student Matters
PRESENT TO BOARD:  DECEMBER 10, 2014

TO:  SOUTH FLORIDA STATE COLLEGE
     DISTRICT BOARD OF TRUSTEES

FROM:  THOMAS C. LEITZEL

SUBJECT:  CURRICULUM PROPOSAL

Consideration of the following curriculum proposal is requested:

I.  PROGRAM ADDITIONS

   Two new related logistics programs, one an associate in science degree and the
   second a college credit certificate. The Supply Chain Management (AS) and
   Logistics and Transportation Specialist (CCC) programs will permit students to
   specialize in transportation, distribution, and logistics. These programs offer relevant
   technical knowledge and skills needed to prepare students for careers as
   purchasing analysts, inventory control managers, integrated logistics planners,
   supply program managers, plant receiving/shipping supervisors, warehouse shift
   supervisors, import/export analysts, transportation coordinators and purchasing
   agents. If approved, the programs will be effective spring 2015.

   Supply Chain Management #1750 - AS
   ACG  2001  Financial Accounting I (3 credits)
   BUL  2241  Business Law I (3 credits)
   CGS  1100C Introduction to Microcomputers using Windows (3 credits)
   ECO  2013  Macroeconomics (3 credits)
   ENC  1101  Freshman English I (3 credits)
   GEB  1011  Introduction to Business (3 credits)
   MAN  1942  Supply Chain Management Internship (1-4 credits) - New
   MAN  2043  Principles of Quality Management (3 credits) - New
   MAN  2500  Operations Management (3 credits) - New
   OST  1581  Professional Development in the Workplace (3 credits)
   SLS  1106  First-Year Experience Seminar (1 credit)
   SPC  2608  Fundamentals of Speech Communication (3 credits)
   TRA  1154  Introduction to Supply Chain Management (3 credits) - New
   TRA  2010  Transportation and Distribution (3 credits) - New
   TRA  2131  Purchasing and Inventory Management (3 credits) - New
   TRA  2230  Warehouse Management (3 credits) - New
   Humanities Elective (3 credits)
   Program Electives (12 credits)
   Natural Sciences/Mathematics Elective (3 credits)
Logistics and Transportation Specialist #3072 - CCC
TRA 1154 Introduction to Supply Chain Management (3 credits) - New
TRA 2010 Transportation and Distribution (3 credits) - New
TRA 2131 Purchasing and Inventory Management (3 credits) - New
TRA 2230 Warehouse Management (3 credits) - New
MAN 2043 Principles of Quality Management (3 credits) - New
MAN 2500 Operations Management (3 credits) - New

Add the following college credit certificate designed to prepare students for a career in banks, government agencies, insurance companies, educational institutions, personnel supply services, wholesale and retail vendors of computers who have a need for trained customer support specialists to answer customer problem calls and provide assistance in solving technical problems. If approved, the program will be effective spring 2015.

Help Desk Support Technician #3028 - CCC
CET 1178C PC Support A+ Core Hardware (3 credits)
CET 1179C PC Support A+ OS Technologies (3 credits)
CGS 1100C Introduction to Microcomputers using Windows (3 credits)
CTS 1156 Desktop Support (3 credits)
CTS 1940 Network Security Internship (3 credits)
CTS 2305 Implementing Network Infrastructure (3 credits)

II. PROGRAM REVISIONS
Modify both Emergency Medical Services Associate of Science degree and Paramedic college credit certificate. The program revisions will align with Committee on Accreditation of EMS Programs (CoAEMSP) requirements. If approved, the program revisions will be effective spring 2015.

Emergency Medical Services AS #1660 and Paramedic CCC #3042
EMS 1555 Paramedic Trauma Management - move from Spring to Fall Term, EMS 1010C prerequisite to EMT Certification and EMS 1642 corequisite to EMS 1600
EMS 1555L Paramedic Trauma Management Lab - move from Spring to Fall Term, EMS 1010C prerequisite to EMT Certification and EMS 1642 corequisite to EMS 1600L
EMS 1616 Paramedic Patients with Special Needs - remove EMS 1687 corequisite
EMS 1616L Paramedic Patients with Special Needs Lab - remove EMS 1687 corequisite
EMS 1642 Paramedic Clinical Experience II - 2 to 3 credits
EMS 1643 Paramedic Clinical Experience III - delete
EMS 1656 Paramedic Field Internship I - delete
EMS 1658 Paramedic Field Internship - 2 to 3 credits and EMS 1643 corequisite to EMS 1687L
EMS 1687 Paramedic Rescue Emergencies - move from summer to spring term, EMS 1642 prerequisite to EMS 1681, EMS 1643 corequisite to EMS 1685, and EMS 1687L corequisite to EMS 1685L
EMS 1687L Paramedic Rescue Emergencies Lab - EMS 1643 corequisite to EMS 1616L and EMS 1687 corequisite to EMS 1687L

SUGGESTED MOTION:
Move to approve the curriculum proposal as presented.
PRESENT TO BOARD: DECEMBER 10, 2014

TO: SOUTH FLORIDA STATE COLLEGE
    DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: FEE PROPOSAL

Consideration of the following fee proposals is requested:

**Increase Fees** – Addition of industry certification exams.

<table>
<thead>
<tr>
<th>Course Prefix#</th>
<th>Course Title</th>
<th>Current Fee</th>
<th>Proposed Fee</th>
<th>Effective Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEV 0573</td>
<td>Network Support Services IV</td>
<td>$8.00</td>
<td>$303.00</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>OCA 0301</td>
<td>Occupational Word Processing MS Word</td>
<td>$10.00</td>
<td>$96.00</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>OST 1713C</td>
<td>Word Processing – Microsoft Word</td>
<td>$10.00</td>
<td>$96.00</td>
<td>Spring 2015</td>
</tr>
</tbody>
</table>

**SUGGESTED MOTION:**

Move to approve increased fee proposals as presented.
PRESENT TO BOARD: DECEMBER 10, 2014

TO: SOUTH FLORIDA STATE COLLEGE
   DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: 2015-2016 ACADEMIC CALENDAR

Attached is the proposed 2015-2016 Academic Calendar. The proposed calendar has been reviewed by departments directly involved in providing student services, the Faculty Council, the Learning and Student Success Committee and the President’s Council. The calendar has been coordinated to coincide as closely as possible with local school districts and meets the State required dates for beginning terms.

SUGGESTED MOTION:

Move to approve the 2015-2016 Academic Calendar as presented.
# 2015-2016 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

<table>
<thead>
<tr>
<th>Section</th>
<th>Fall 2015</th>
<th>Spring 2016</th>
<th>Summer 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Term (16 weeks)</strong></td>
<td>Aug 21 - Dec 16</td>
<td>Jan 6 - May 4</td>
<td>May 6 - Aug 1</td>
</tr>
<tr>
<td>Priority date to apply for financial aid</td>
<td>Apr 15</td>
<td>Oct 15</td>
<td>Mar 15</td>
</tr>
<tr>
<td>Begin priority registration for students with over 40 hours</td>
<td>Apr 3</td>
<td>Oct 30</td>
<td>Oct 30</td>
</tr>
<tr>
<td>Begin registration for students with over 20 hours</td>
<td>Apr 10</td>
<td>Nov 6</td>
<td>Nov 6</td>
</tr>
<tr>
<td>Begin open registration</td>
<td>Apr 21</td>
<td>Nov 20</td>
<td>Nov 20</td>
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<tr>
<td>Priority date for SFSC Foundation Scholarships</td>
<td>Jun 15</td>
<td>Oct 15</td>
<td>Mar 15</td>
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<tr>
<td>Fee payment deadline</td>
<td>Aug 3*</td>
<td>Dec 10*</td>
<td>Apr 22*</td>
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<tr>
<td>Faculty return</td>
<td>Aug 17</td>
<td>Jan 4</td>
<td>-</td>
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<tr>
<td>Registration ends</td>
<td>Aug 23</td>
<td>Jan 5</td>
<td>May 5</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Aug 21</td>
<td>Jan 6</td>
<td>May 6</td>
</tr>
<tr>
<td>Final day to drop classes with refund or change audit status</td>
<td>Aug 28</td>
<td>Jan 13</td>
<td>May 11</td>
</tr>
<tr>
<td>Last day to apply for graduation</td>
<td>Aug 28</td>
<td>Jan 14</td>
<td>May 13</td>
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<tr>
<td>Last day to withdraw with a grade of W</td>
<td>Oct 27</td>
<td>Mar 21</td>
<td>Jun 27</td>
</tr>
<tr>
<td>Exam week**</td>
<td>Dec 10 - 16</td>
<td>Apr 28 - May 4</td>
<td>Jul 28 &amp; Aug 1</td>
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<tr>
<td>Last day of classes</td>
<td>Dec 16</td>
<td>May 4</td>
<td>Aug 1</td>
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<tr>
<td>Commencement</td>
<td>Dec 17</td>
<td>May 5</td>
<td>-</td>
</tr>
<tr>
<td>Grades due in Registrar's Office</td>
<td>Dec 17 (by Noon)</td>
<td>May 5 (by Noon)</td>
<td>Aug 2 (by Noon)</td>
</tr>
<tr>
<td><strong>First Flex Session (8 weeks)</strong></td>
<td>Aug 21 - Oct 16</td>
<td>Jan 6 - Mar 2</td>
<td>May 6 - Jun 17</td>
</tr>
<tr>
<td>Begin priority registration for students with over 40 hours</td>
<td>Apr 3</td>
<td>Oct 30</td>
<td>Oct 30</td>
</tr>
<tr>
<td>Begin registration for students with over 20 hours</td>
<td>Apr 10</td>
<td>Nov 6</td>
<td>Nov 6</td>
</tr>
<tr>
<td>Begin open registration</td>
<td>Apr 24</td>
<td>Nov 20</td>
<td>Nov 20</td>
</tr>
<tr>
<td>Fee payment deadline</td>
<td>Aug 3*</td>
<td>Dec 10*</td>
<td>Apr 22*</td>
</tr>
<tr>
<td>Registration ends</td>
<td>Aug 23</td>
<td>Jan 5</td>
<td>May 5</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Aug 21</td>
<td>Jan 6</td>
<td>May 6</td>
</tr>
<tr>
<td>Final day to drop classes with refund or change audit status</td>
<td>Aug 28</td>
<td>Jan 13</td>
<td>May 11</td>
</tr>
<tr>
<td>Last day to apply for graduation</td>
<td>Aug 26</td>
<td>Jan 14</td>
<td>May 13</td>
</tr>
<tr>
<td>Last day to withdraw with a grade of W</td>
<td>Oct 15 &amp; 16</td>
<td>Mar 1 &amp; 2</td>
<td>Jun 16 &amp; 17</td>
</tr>
<tr>
<td>Exam week**</td>
<td>Oct 16</td>
<td>Mar 2</td>
<td>Jun 17</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Oct 16</td>
<td>Mar 2</td>
<td>Jun 17</td>
</tr>
<tr>
<td>Grades due in Registrar's Office</td>
<td>Oct 19 (by Noon)</td>
<td>Mar 3 (by Noon)</td>
<td>Jun 20 (by Noon)</td>
</tr>
<tr>
<td><strong>Second Flex Session (8 weeks)</strong></td>
<td>Oct 19 - Dec 16</td>
<td>Mar 3 - May 4</td>
<td>Jun 20 - Aug 1</td>
</tr>
<tr>
<td>Begin priority registration for students with over 40 hours</td>
<td>Apr 3</td>
<td>Oct 30</td>
<td>Oct 30</td>
</tr>
<tr>
<td>Begin registration for students with over 20 hours</td>
<td>Apr 10</td>
<td>Nov 6</td>
<td>Nov 6</td>
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<tr>
<td>Begin open registration</td>
<td>Apr 24</td>
<td>Nov 20</td>
<td>Nov 20</td>
</tr>
<tr>
<td>Fee payment deadline</td>
<td>Aug 3*</td>
<td>Dec 10*</td>
<td>Apr 22*</td>
</tr>
<tr>
<td>Last day to apply for graduation</td>
<td>Aug 26</td>
<td>Jan 14</td>
<td>May 13</td>
</tr>
<tr>
<td>Registration ends</td>
<td>Oct 18</td>
<td>Mar 2</td>
<td>Jun 19</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Oct 19</td>
<td>Mar 3</td>
<td>Jun 20</td>
</tr>
<tr>
<td>Final day to drop classes with refund or change audit status</td>
<td>Oct 23</td>
<td>Mar 8</td>
<td>Jun 24</td>
</tr>
<tr>
<td>Last day to withdraw with a grade of W</td>
<td>Nov 20</td>
<td>Apr 12</td>
<td>Jul 15</td>
</tr>
<tr>
<td>Exam week**</td>
<td>Dec 10 - 16</td>
<td>Apr 28 - May 4</td>
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<tr>
<td>Last day of classes</td>
<td>Dec 16</td>
<td>May 4</td>
<td>Aug 1</td>
</tr>
<tr>
<td>Grades due in Registrar's Office</td>
<td>Dec 17 (by Noon)</td>
<td>May 5 (by Noon)</td>
<td>Aug 2 (by Noon)</td>
</tr>
<tr>
<td><strong>Limited Services Available</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Convocation</td>
<td>Aug 17</td>
<td></td>
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<tr>
<td>Staff Development Day</td>
<td></td>
<td>Feb 12</td>
<td></td>
</tr>
<tr>
<td><strong>Holidays - No Classes (college closed)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Fridays of Summer Second Flex Session (Jun 24, Jul 1, 8, 15, 22, &amp; 29)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exceptions: Community Education, Workforce Training, and Adult Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Day - Sept 7</td>
<td>Thanksgiving - Nov 25-26</td>
<td>Martin Luther King - Jan 18</td>
<td>Independence Day - Jul 4</td>
</tr>
<tr>
<td>Winter Break - Dec 19-Jan 3</td>
<td>Spring Break - Mar 13-20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Fees due on day of registration after deadline date

** Examination schedule for Arts and Sciences Division courses only. Please check course syllabi for all other divisions.
8.0 *Purchasing and Other Action Items*
PRESENT TO BOARD:  DECEMBER 10, 2014

TO: SOUTH FLORIDA STATE COLLEGE
    DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: SUBMISSION OF THE SACSCOC SUBSTANTIVE CHANGE REPORT

Approval is requested to submit the Substantive Change Report to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) on-site visitation committee. The committee is scheduled to review two new baccalaureate programs, the Bachelors of Science in Elementary Education and Bachelor of Science in Nursing on February 2-4, 2015.

SUGGESTED MOTION:

Move to approve submission of the Substantive Change Report to the SACSCOC on-site visitation committee.
PRESENT TO BOARD: DECEMBER 10, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: 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.
9.0 Reports
PRESENT TO BOARD: DECEMBER 10, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: RESOURCE DEVELOPMENT REPORT

I. Grant Funded

Title: Health Services Grant
Source: Highlands County Health Services Authority
Amount: $10,000
Description: The funds will be used by the SFSC Dental Education Program to assist with the purchase of a digital panoramic radiography system.

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 November 2014 meeting of the College District Board of Trustees. The included dates are October 9, 2014 through November 10, 2014. The total amount being reported is $18,473.02.
<table>
<thead>
<tr>
<th>Fund ID</th>
<th>Fund Description</th>
<th>Gift Count</th>
<th>Cash</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Unrestricted</td>
<td>41</td>
<td>$16,140.50</td>
<td>$16,140.50</td>
</tr>
<tr>
<td>2000</td>
<td>Jacaranda Restoration Fund</td>
<td>1</td>
<td>$6.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>5011</td>
<td>SFSC General Scholarship</td>
<td>9</td>
<td>$361.00</td>
<td>$361.00</td>
</tr>
<tr>
<td>5014</td>
<td>Joe Johnston/Bette McDearman</td>
<td>1</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>5018</td>
<td>SFSC Trustees Honor Scholarship</td>
<td>1</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>5025</td>
<td>General Nursing Scholarship</td>
<td>1</td>
<td>$0.50</td>
<td>$0.50</td>
</tr>
<tr>
<td>5031</td>
<td>SFSC Community Fund</td>
<td>8</td>
<td>$66.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>5032</td>
<td>SFSC Library Donations</td>
<td>3</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>5045</td>
<td>Athletic Booster Club</td>
<td>2</td>
<td>$15.00</td>
<td>$15.00</td>
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<tr>
<td>5057</td>
<td>Phi Theta Kappa</td>
<td>1</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>5095</td>
<td>Dental Programs</td>
<td>2</td>
<td>$145.00</td>
<td>$145.00</td>
</tr>
<tr>
<td>5108</td>
<td>MOFAC</td>
<td>2</td>
<td>$7.50</td>
<td>$7.50</td>
</tr>
<tr>
<td>5110</td>
<td>Highlands County Bar Assoc</td>
<td>1</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>5137</td>
<td>Leadership Highlands</td>
<td>5</td>
<td>$900.00</td>
<td>$900.00</td>
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<tr>
<td>5148</td>
<td>Norman L. Stephens Endowment</td>
<td>2</td>
<td>$40.00</td>
<td>$40.00</td>
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<tr>
<td>5158</td>
<td>TSIC Scholarships</td>
<td>9</td>
<td>$76.52</td>
<td>$76.52</td>
</tr>
<tr>
<td>6005</td>
<td>SFSC General Endowment Fund</td>
<td>4</td>
<td>$330.00</td>
<td>$330.00</td>
</tr>
</tbody>
</table>

82 Donor(s) listed  
Grand Totals: $18,473.02 $18,473.02
PRESENT TO BOARD: DECEMBER 10, 2014

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 revenues and expenditures of the College through September 30, 2014.
South Florida State College
Fund 1 Total Revenue, FY 14 vs FY 15

<table>
<thead>
<tr>
<th>Month</th>
<th>Revenue FY14</th>
<th>Revenue FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL</td>
<td>2.97</td>
<td>2.96</td>
</tr>
<tr>
<td>AUG</td>
<td>4.52</td>
<td>4.41</td>
</tr>
<tr>
<td>SEP</td>
<td>7.10</td>
<td>5.51</td>
</tr>
<tr>
<td>OCT</td>
<td>9.87</td>
<td></td>
</tr>
<tr>
<td>NOV</td>
<td>11.9</td>
<td></td>
</tr>
<tr>
<td>DEC</td>
<td>13.5</td>
<td></td>
</tr>
<tr>
<td>JAN</td>
<td>15.1</td>
<td></td>
</tr>
<tr>
<td>FEB</td>
<td>16.7</td>
<td></td>
</tr>
<tr>
<td>MAR</td>
<td>18.3</td>
<td></td>
</tr>
<tr>
<td>APR</td>
<td>19.8</td>
<td></td>
</tr>
<tr>
<td>MAY</td>
<td>21.3</td>
<td></td>
</tr>
<tr>
<td>JUN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Revenues in Millions of Dollars

<table>
<thead>
<tr>
<th></th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>2.96</td>
<td>4.41</td>
<td>5.51</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Expenditures</td>
<td>1.53</td>
<td>3.30</td>
<td>5.08</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
### South Florida State College

**Revenues and Expenditures**

**For the Month Ended September 30, 2014**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Title</th>
<th>Budget Amount</th>
<th>Amount</th>
<th>Difference</th>
<th>Percentage Collected/Spent to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>401XX</td>
<td>Tuition and Out of State Fees</td>
<td>4,643,831.00</td>
<td>1,972,498.29</td>
<td>2,671,332.71</td>
<td>42.48%</td>
</tr>
<tr>
<td>404XX</td>
<td>Laboratory Fees</td>
<td>488,200.00</td>
<td>197,506.45</td>
<td>290,693.55</td>
<td>40.46%</td>
</tr>
<tr>
<td>408XX</td>
<td>Technology Fees</td>
<td>209,000.00</td>
<td>84,997.47</td>
<td>124,002.53</td>
<td>40.67%</td>
</tr>
<tr>
<td>409XX</td>
<td>Other Student Fees</td>
<td>103,600.00</td>
<td>38,470.45</td>
<td>65,129.55</td>
<td>37.13%</td>
</tr>
<tr>
<td>41600</td>
<td>Grants and Contracts from Counties</td>
<td>31,004.00</td>
<td>4,500.00</td>
<td>26,504.00</td>
<td>14.51%</td>
</tr>
<tr>
<td>42110</td>
<td>FCSPF-General Revenue</td>
<td>12,303,849.00</td>
<td>3,075,962.00</td>
<td>9,227,887.00</td>
<td>25.00%</td>
</tr>
<tr>
<td>42210</td>
<td>CO&amp;DS Entitlement</td>
<td>2,150.00</td>
<td>-</td>
<td>2,150.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>42610</td>
<td>FCSPF-Lottery</td>
<td>3,575,283.00</td>
<td>-</td>
<td>3,575,283.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>42900</td>
<td>Indirect Cost Recovered - State</td>
<td>100,000.00</td>
<td>32,750.35</td>
<td>67,249.65</td>
<td>32.75%</td>
</tr>
<tr>
<td>43900</td>
<td>Indirect Costs Recovered - Federal</td>
<td>9,000.00</td>
<td>5,884.10</td>
<td>3,115.90</td>
<td>65.38%</td>
</tr>
<tr>
<td>46400</td>
<td>Use of College Facilities</td>
<td>79,000.00</td>
<td>7,295.94</td>
<td>71,704.06</td>
<td>9.24%</td>
</tr>
<tr>
<td>466XX</td>
<td>Other Sales and Services</td>
<td>237,700.00</td>
<td>77,343.85</td>
<td>160,356.15</td>
<td>32.54%</td>
</tr>
<tr>
<td>48100</td>
<td>Interest and Dividends</td>
<td>7,500.00</td>
<td>1,986.99</td>
<td>5,513.01</td>
<td>26.49%</td>
</tr>
<tr>
<td>487XX</td>
<td>Fines and Penalties</td>
<td>4,250.00</td>
<td>621.16</td>
<td>3,628.84</td>
<td>14.62%</td>
</tr>
<tr>
<td>49XX</td>
<td>Transfers and Other Revenue</td>
<td>366,300.00</td>
<td>10,319.41</td>
<td>355,980.59</td>
<td>2.82%</td>
</tr>
</tbody>
</table>

#### Total Revenues
$22,161,667.00 | $5,510,136.46 | $16,651,530.54 | 24.86%

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Title</th>
<th>Budget Amount</th>
<th>Amount</th>
<th>Difference</th>
<th>Percentage Collected/Spent to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>51XXX</td>
<td>Management</td>
<td>1,829,572.40</td>
<td>462,843.09</td>
<td>1,366,729.31</td>
<td>25.30%</td>
</tr>
<tr>
<td>52XXX</td>
<td>Instruction</td>
<td>4,602,916.45</td>
<td>863,492.13</td>
<td>3,739,424.32</td>
<td>18.76%</td>
</tr>
<tr>
<td>53XXX</td>
<td>Other Professional</td>
<td>2,870,111.53</td>
<td>693,240.39</td>
<td>2,176,871.14</td>
<td>24.15%</td>
</tr>
<tr>
<td>54XXX</td>
<td>Career Staff</td>
<td>2,637,868.05</td>
<td>652,588.74</td>
<td>1,985,279.31</td>
<td>24.74%</td>
</tr>
<tr>
<td>56XXX</td>
<td>Other Personnel Services-Instructional</td>
<td>1,021,844.00</td>
<td>118,350.70</td>
<td>903,493.30</td>
<td>11.58%</td>
</tr>
<tr>
<td>57XXX</td>
<td>Other Professional-Tech/Clerical/Trade</td>
<td>114,990.00</td>
<td>14,770.17</td>
<td>100,219.82</td>
<td>12.84%</td>
</tr>
<tr>
<td>58000</td>
<td>Student Employment -Inst Work Study</td>
<td>25,000.00</td>
<td>-</td>
<td>25,000.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>58500</td>
<td>Employees Awards</td>
<td>11,500.00</td>
<td>-</td>
<td>11,500.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>58501</td>
<td>Non-Recurring</td>
<td>97,620.00</td>
<td>-</td>
<td>97,620.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>59XXX</td>
<td>Benefits</td>
<td>4,014,938.00</td>
<td>841,032.21</td>
<td>3,173,905.79</td>
<td>20.95%</td>
</tr>
</tbody>
</table>

#### Total Personnel
$17,226,360.43 | $3,646,316.81 | $13,580,043.62 | 21.17%

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Title</th>
<th>Budget Amount</th>
<th>Amount</th>
<th>Difference</th>
<th>Percentage Collected/Spent to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>605XX</td>
<td>Travel</td>
<td>330,940.00</td>
<td>43,465.04</td>
<td>287,474.96</td>
<td>13.13%</td>
</tr>
<tr>
<td>61000</td>
<td>Freight and Postage</td>
<td>34,625.00</td>
<td>21,312.37</td>
<td>13,312.63</td>
<td>61.55%</td>
</tr>
<tr>
<td>615XX</td>
<td>Telecommunications</td>
<td>86,000.00</td>
<td>6,578.47</td>
<td>79,421.53</td>
<td>7.65%</td>
</tr>
<tr>
<td>62000</td>
<td>Printing</td>
<td>82,075.00</td>
<td>9,477.64</td>
<td>72,597.36</td>
<td>11.55%</td>
</tr>
<tr>
<td>625XX</td>
<td>Repairs and Maintenance</td>
<td>881,205.00</td>
<td>383,227.66</td>
<td>497,977.34</td>
<td>43.49%</td>
</tr>
<tr>
<td>63000</td>
<td>Rentals</td>
<td>176,160.00</td>
<td>38,362.83</td>
<td>137,797.17</td>
<td>21.78%</td>
</tr>
<tr>
<td>635XX</td>
<td>Insurance</td>
<td>368,288.00</td>
<td>221,038.00</td>
<td>147,250.00</td>
<td>60.02%</td>
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<tr>
<td>640XX</td>
<td>Utilities</td>
<td>1,415,600.00</td>
<td>313,735.42</td>
<td>1,101,864.58</td>
<td>22.16%</td>
</tr>
<tr>
<td>645XX</td>
<td>Other Services</td>
<td>680,135.00</td>
<td>162,286.53</td>
<td>517,848.47</td>
<td>23.86%</td>
</tr>
<tr>
<td>650XX</td>
<td>Professional Fees</td>
<td>165,650.00</td>
<td>17,063.50</td>
<td>148,586.50</td>
<td>10.30%</td>
</tr>
<tr>
<td>655XX</td>
<td>Education Office/Dept Material Supp</td>
<td>502,375.00</td>
<td>121,433.46</td>
<td>380,941.56</td>
<td>24.17%</td>
</tr>
<tr>
<td>657XX</td>
<td>Data Software-Non-Capitalized</td>
<td>101,053.00</td>
<td>14,597.07</td>
<td>86,455.93</td>
<td>14.44%</td>
</tr>
<tr>
<td>66000</td>
<td>Maint/Construction Material/Supp</td>
<td>276,000.00</td>
<td>36,994.64</td>
<td>239,005.36</td>
<td>13.40%</td>
</tr>
<tr>
<td>665XX</td>
<td>Other Materials and Supplies</td>
<td>123,725.00</td>
<td>8,496.53</td>
<td>115,228.47</td>
<td>6.87%</td>
</tr>
<tr>
<td>670XX</td>
<td>Subscriptions/Library Books</td>
<td>49,500.00</td>
<td>13,837.80</td>
<td>35,662.20</td>
<td>27.96%</td>
</tr>
<tr>
<td>680XX</td>
<td>Scholarships</td>
<td>105,505.00</td>
<td>16,243.35</td>
<td>89,261.65</td>
<td>15.40%</td>
</tr>
<tr>
<td>69XXX</td>
<td>Transfers and Other Expenses</td>
<td>90,000.00</td>
<td>5,761.89</td>
<td>84,238.11</td>
<td>6.40%</td>
</tr>
</tbody>
</table>

#### Total Current Expenses
$5,468,836.00 | $1,433,912.20 | $4,034,923.80 | 26.22%

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Title</th>
<th>Budget Amount</th>
<th>Amount</th>
<th>Difference</th>
<th>Percentage Collected/Spent to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>706XX</td>
<td>Minor Equipment &gt;1000&lt;5000</td>
<td>25,000.00</td>
<td>4,032.31</td>
<td>20,967.69</td>
<td>16.13%</td>
</tr>
</tbody>
</table>

#### Total Capital Outlay
$25,000.00 | $4,032.31 | $20,967.69 | 16.13%