



**SFSC  
District Board of Trustees  
Regular Meeting  
December 10, 2014**

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

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

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




OFFICE OF THE PRESIDENT

**Item 1.1**

PRESENT TO BOARD: 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



OFFICE OF THE PRESIDENT

**Item 1.2**

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:

| <b>Employee</b> | <b>Position</b>          | <b>Supervisor</b> | <b>Hired</b> |
|-----------------|--------------------------|-------------------|--------------|
| Sarah Lancaster | Instructor, Agri-Science | Kevin Brown       | 09/08/14     |

**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 25<sup>th</sup> 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.




OFFICE OF THE PRESIDENT

**Item 1.3**

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**

| DECEMBER 2014   | JANUARY 2015  | FEBRUARY 2015   |
|---|---|---|
| <p>1 Jacaranda Jubilee, SFSC Foundation, 6:30 PM</p> <p>10 Planning Workshop, 4 PM Followed by Board Meeting, 6 PM, Highlands Campus</p> <p>11 SFSC Foundation Christmas Luncheon, 12 PM, Jacaranda Hotel</p> <p>17 SFSC Employee Holiday Party, 11:30 AM Highlands Campus, Cafeteria</p> <p>18 SFSC Commencement</p> | <p><b>**Brick Sale Campaign Begins</b></p> <p>8 <b>**College to Sponsor Sebring Chamber Luncheon</b></p> <p>28 Board Meeting, 6 PM Highlands Campus</p> | <p>2-3 Trustees Legislative Conference</p> <p>7 <b>**Family Fun Day in DeSoto</b></p> <p>9-12 ACCT Nat'l Legislative Summit Washington, DC</p> <p>14 <b>**Kickoff Celebration, Highlands Campus</b></p> <p>19 <b>**Lifelong Learners Presidents' Forum</b></p> <p>25 Board Meeting, 6 PM Highlands Campus</p> |
| MARCH 2015  | APRIL 2015  | MAY 2015  |
| <p>7 <b>**5K &amp; 50mi Bike Ride</b></p> <p>25 Board Meeting, 6 PM Highlands Campus</p>  | <p>22 Board Meeting, 6 PM Highlands Campus (Student Activities Presentation)</p> <p>25 SFSC Foundation Gala, 6 PM, Jacaranda Hotel</p>                  | <p>7 SFSC Commencement</p> <p>21 <b>**Trustees/Retirees Luncheon</b></p> <p>27 Budget Workshop, 4 PM Followed by Board Meeting, 6 PM, Highlands Campus</p>  |
| JUNE 2015   | JULY 2015   | AUGUST 2015   |
| <p>24 Board Meeting, 6PM Highlands Campus</p> <p>26 <b>**Summer of Love Concert</b></p>   | <p>22 Board Meeting, 6 PM Highlands Campus</p>  | <p>26 *Board Meeting, 6 PM Highlands Campus</p>   |
| SEPTEMBER 2015  | OCTOBER 2015  | DECEMBER 2015   |
| <p>19 <b>**Hardee Campus Mud Run</b></p> <p>23 *Board Meeting, 6 PM Highlands Campus</p>  | <p>24 <b>**Masquerade Ball</b></p> <p>28 *Board Meeting, 6 PM Highlands Campus</p>  | <p>9 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p>  |

\*Tentative

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

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



OFFICE OF THE PRESIDENT

Item 2.1

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.**

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**Chair, District Board of Trustees**

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**President, South Florida State College**




OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: DECEMBER 10, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

| Employee     | Position  | Supervisor     | Hired    |
|--------------|---|----------------|----------|
| Kellie Croft | Resource Development Assistant, Title III Project | Lindsay Lynch  | 09/08/14 |
| John Rousch  | Director, Adult Education                         | Michael McLeod | 10/27/14 |



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


## **4.0 Presentations**

**5.0 *Consent Agenda Action Items***



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: DECEMBER 10, 2014  
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>CONSENT AGENDA ACTION ITEMS</b>                                 | <b>Page</b> |
|------------|--|-------------|
| <b>5.1</b> | <b>Personnel Actions</b>   | <b>22</b>   |
|            |  |             |
| <b>5.2</b> | <b>Agreement and Contracts</b>                                     | <b>-</b>    |
|            |  |             |
| <b>5.3</b> | <b>Grant Applications</b>  | <b>-</b>    |
|            |  |             |
| <b>5.4</b> | <b>Operating Actions</b>   |             |
|            | <b>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</b> | <b>23</b>   |
|            | <b>5.4.2 Property Deletion &amp; Disposal</b>                      | <b>24</b>   |
|            | <b>5.4.3 Vehicle Donation</b>                                      | <b>27</b>   |



OFFICE OF THE PRESIDENT

Item 5.1

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 with 3 columns: Name, Teaching Area, Rank. Lists adjunct faculty members and their respective teaching areas and ranks.

SUGGESTED MOTION:
Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.4.1

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: |                  |                |                               |                |                  |                |                  |                |
|-------------------|------------------|----------------|-------------------------------|----------------|------------------|----------------|------------------|----------------|
|                   | 2014/2015 Checks |                | 2014/2015 Electronic Payments |                | 2014/2015 P-Card |                | 2014/2015 Totals |                |
|                   | No.              | Amount         | No.                           | Amount         | No.              | Amount         | No.              | Amount         |
| July              | 436              | \$515,026.45   | 137                           | \$910,406.45   | 440              | \$276,892.63   | 1013             | \$1,702,325.53 |
| Aug               | 184              | 283,786.52     | 265                           | 1,141,251.28   | 445              | 239,322.04     | 894              | \$1,664,359.84 |
| Sept              | 1360             | 1,537,682.70   | 251                           | 880,149.26     | 486              | 255,527.16     | 2097             | \$2,673,359.12 |
| Oct               | 777              | 993,598.75     | 330                           | 1,400,912.76   | 711              | 294,337.57     | 1818             | \$2,688,849.08 |
| Nov               |                  |                |                               |                |                  |                | 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            | 2757             | \$3,330,094.42 | 983                           | \$4,332,719.75 | 2082             | \$1,066,079.40 | 5822             | \$8,728,893.57 |

| Payroll: |                  |              |                               |                |  |  |                  |                |
|----------|------------------|--------------|-------------------------------|----------------|--|--|------------------|----------------|
|          | 2014/2015 Checks |              | 2014/2015 Electronic Payments |                |  |  | 2014/2015 Totals |                |
|          | No.              | Amount       | No.                           | Amount         |  |  | No.              | Amount         |
| July     | 40               | \$47,127.04  | 470                           | \$835,287.35   |  |  | 510              | \$882,414.39   |
| Aug      | 24               | 35,253.90    | 379                           | 810,518.73     |  |  | 403              | \$845,772.63   |
| Sept     | 22               | 33,839.51    | 384                           | 804,962.39     |  |  | 406              | \$838,801.90   |
| Oct      | 26               | 35,101.28    | 458                           | 879,164.79     |  |  | 484              | \$914,266.07   |
| Nov      |                  |              |                               |                |  |  | 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   | 112              | \$151,321.73 | 1691                          | \$3,329,933.26 |  |  | 1803             | \$3,481,254.99 |

| Accounts Payable: |            |                 |                  |            |                |                  |
|-------------------|------------|-----------------|------------------|------------|----------------|------------------|
|                   | 2013/2014  |                 |                  | 2014/2015  |                |                  |
|                   | # Payments | Monthly Total   | Cumulative Total | # Payments | Monthly Total  | Cumulative Total |
| July              | 979        | \$1,490,702.22  | \$ 1,490,702.22  | 1,013      | \$1,702,325.53 | \$1,702,325.53   |
| August            | 1,019      | 1,604,535.32    | \$ 3,095,237.54  | 894        | 1,664,359.84   | \$3,366,685.37   |
| September         | 1,092      | 1,281,564.10    | \$ 4,376,801.64  | 2,097      | 2,673,359.12   | \$6,040,044.49   |
| October           | 2,657      | 3,380,925.46    | \$ 7,757,727.10  | 1,818      | 2,688,849.08   | \$8,728,893.57   |
| November          | 1,348      | 1,522,912.24    | \$ 9,280,639.34  |            |                |                  |
| December          | 1,061      | 1,351,062.70    | \$ 10,631,702.04 |            |                |                  |
| January           | 1,097      | 958,716.83      | \$ 11,590,418.87 |            |                |                  |
| February          | 2,417      | 3,208,315.55    | \$ 14,798,734.42 |            |                |                  |
| March             | 1,129      | 1,826,916.56    | \$ 16,625,650.98 |            |                |                  |
| April             | 1,237      | 1,405,293.99    | \$ 18,030,944.97 |            |                |                  |
| May               | 1,136      | 1,574,650.14    | \$ 19,605,595.11 |            |                |                  |
| June              | 1,504      | 1,693,417.07    | \$ 21,299,012.18 |            |                |                  |
| Totals            | 16,676     | \$21,299,012.18 |                  | 5,822      | \$8,728,893.57 |                  |


| Payroll:  |            |                 |                  |            |                |                  |
|-----------|------------|-----------------|------------------|------------|----------------|------------------|
|           | 2013/2014  |                 |                  | 2014/2015  |                |                  |
|           | # Payments | Monthly Total   | Cumulative Total | # Payments | Monthly Total  | Cumulative Total |
| July      | 519        | \$872,018.27    | \$872,018.27     | 510        | \$882,414.39   | \$882,414.39     |
| August    | 392        | 848,097.66      | \$1,720,115.93   | 403        | 845,772.63     | \$1,728,187.02   |
| September | 434        | 824,166.32      | \$2,544,282.25   | 406        | 838,801.90     | \$2,566,988.92   |
| October   | 458        | 881,715.09      | \$3,425,997.34   | 484        | 914,266.07     | \$3,481,254.99   |
| November  | 487        | 882,265.39      | \$4,308,262.73   |            |                |                  |
| December  | 486        | 928,786.26      | \$5,237,048.99   |            |                |                  |
| January   | 478        | 878,818.67      | \$6,115,867.66   |            |                |                  |
| February  | 461        | 872,710.43      | \$6,988,578.09   |            |                |                  |
| March     | 485        | 884,218.76      | \$7,872,796.85   |            |                |                  |
| April     | 476        | 916,405.06      | \$8,789,201.91   |            |                |                  |
| May       | 484        | 925,299.99      | \$9,714,501.90   |            |                |                  |
| June      | 424        | 883,562.17      | \$10,598,064.07  |            |                |                  |
| Totals    | 5584       | \$10,598,064.07 |                  | 1803       | \$3,481,254.99 |                  |





OFFICE OF THE PRESIDENT

Item 5.4.2

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

| Tag #        | Date Purchased | Description                                  | Cost                | Condition Code |
|--------------|----------------|--|---------------------|----------------|
| 12101        | 12/21/1999     | Hewlett Packard LaserJet 4050T Printer       | \$ 1,094.23         | Poor           |
| 13502        | 7/22/2003      | HP Laser Jet 2500 TN Color Printer           | \$ 1,464.04         | Poor           |
| 14113        | 11/15/2005     | Optical Imaging System                       | \$ 18,560.00        | Poor           |
| 14636        | 5/11/2007      | 1987 Dodge Caravan                           | \$ 1,300.00         | Poor           |
| 15652        | 8/14/2008      | Dell Multifunction Color Laserprinter 3115cn | \$ 1,004.00         | Poor           |
| <b>TOTAL</b> |                |  | <b>\$ 23,422.27</b> |                |



OFFICE OF THE PRESIDENT

Item 5.4.3

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**



OFFICE OF THE PRESIDENT

Item 6.1.1

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.**

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

**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

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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**



OFFICE OF THE PRESIDENT

Item 7.1

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 1687corequisite  |
| EMS | 1616L | Paramedic Patients with Special Needs Lab – remove EMS1687corequisite   |
| 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.**



OFFICE OF THE PRESIDENT

Item 7.2

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 with 5 columns: Course Prefix#, Course Title, Current Fee, Proposed Fee, Effective Term. Rows include EEV 0573, OCA 0301, and OST 1713C.

SUGGESTED MOTION:
Move to approve increased fee proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.3

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   | Academic Dates and Deadlines |                             |                          |
|---|------------------------------|-----------------------------|--------------------------|
|   | Fall 2015                    | Spring 2016                 | Summer 2016              |
| <b>Regular Term (16 weeks)</b>  | <b>Aug 21 - Dec 16</b>       | <b>Jan 6 - May 4</b>        | <b>May 6 - Aug 1</b>     |
| Priority date to apply for financial aid                                    | Apr 15                       | Oct 15                      | Mar 15                   |
| Begin priority registration for students with over 40 hours                 | Apr 3                        | Oct 30                      | Oct 30                   |
| Begin registration for students with over 20 hours                          | Apr 10                       | Nov 6                       | Nov 6                    |
| Begin open registration   | Apr 24                       | Nov 20                      | Nov 20                   |
| Priority date for SFSC Foundation Scholarships                              | Jun 15                       | Oct 15                      | Mar 15                   |
| Fee payment deadline  | Aug 3*                       | Dec 10*                     | Apr 22*                  |
| Faculty return  | Aug 17                       | Jan 4                       | -                        |
| Registration ends   | Aug 23                       | Jan 5                       | May 5                    |
| <b>Classes begin</b>  | Aug 21                       | Jan 6                       | May 6                    |
| Final day to drop classes with refund or change audit status                | Aug 28                       | Jan 13                      | May 11                   |
| Last day to apply for graduation  | Aug 28                       | Jan 14                      | May 13                   |
| Last day to withdraw with a grade of W                                      | Oct 27                       | Mar 21                      | Jun 27                   |
| Exam week**   | Dec 10 - 16                  | Apr 28 - May 4              | Jul 29 & Aug 1           |
| <b>Last day of classes</b>  | Dec 16                       | May 4                       | Aug 1                    |
| Commencement  | Dec 17                       | May 5                       | -                        |
| Grades due in Registrar's Office  | Dec 17 (by Noon)             | May 5 (by Noon)             | Aug 2 (by Noon)          |
| <b>First Flex Session (8 weeks)</b>   | <b>Aug 21 - Oct 16</b>       | <b>Jan 6 - Mar 2</b>        | <b>May 6 - Jun 17</b>    |
| Begin priority registration for students with over 40 hours                 | Apr 3                        | Oct 30                      | Oct 30                   |
| Begin registration for students with over 20 hours                          | Apr 10                       | Nov 6                       | Nov 6                    |
| Begin open registration   | Apr 24                       | Nov 20                      | Nov 20                   |
| Fee payment deadline  | Aug 3*                       | Dec 10*                     | Apr 22*                  |
| Registration ends   | Aug 23                       | Jan 5                       | May 5                    |
| <b>Classes begin</b>  | Aug 21                       | Jan 6                       | May 6                    |
| Final day to drop classes with refund or change audit status                | Aug 28                       | Jan 13                      | May 11                   |
| Last day to apply for graduation  | Aug 28                       | Jan 14                      | May 13                   |
| Last day to withdraw with a grade of W                                      | Sept 24                      | Feb 9                       | May 31                   |
| Exam week**   | Oct 15 & 16                  | Mar 1 & 2                   | Jun 16 & 17              |
| <b>Last day of classes</b>  | Oct 16                       | Mar 2                       | Jun 17                   |
| Grades due in Registrar's Office  | Oct 19 (by Noon)             | Mar 3 (by Noon)             | Jun 20 (by Noon)         |
| <b>Second Flex Session (8 weeks)</b>  | <b>Oct 19 - Dec 16</b>       | <b>Mar 3 - May 4</b>        | <b>Jun 20 - Aug 1</b>    |
| Begin priority registration for students with over 40 hours                 | Apr 3                        | Oct 30                      | Oct 30                   |
| Begin registration for students with over 20 hours                          | Apr 10                       | Nov 6                       | Nov 6                    |
| Begin open registration   | Apr 24                       | Nov 20                      | Nov 20                   |
| Fee payment deadline  | Aug 3*                       | Dec 10*                     | Apr 22*                  |
| Last day to apply for graduation  | Aug 28                       | Jan 14                      | May 13                   |
| Registration ends   | Oct 18                       | Mar 2                       | Jun 19                   |
| <b>Classes begin</b>  | Oct 19                       | Mar 3                       | Jun 20                   |
| Final day to drop classes with refund or change audit status                | Oct 23                       | Mar 8                       | Jun 24                   |
| Last day to withdraw with a grade of W                                      | Nov 20                       | Apr 12                      | Jul 15                   |
| Exam week**   | Dec 10 - 16                  | Apr 28 - May 4              | Jul 29 & Aug 1           |
| <b>Last day of classes</b>  | Dec 16                       | May 4                       | Aug 1                    |
| Grades due in Registrar's Office  | Dec 17 (by Noon)             | May 5 (by Noon)             | Aug 2 (by Noon)          |
| <b>Limited Services Available</b>   |                              |                             |                          |
| Convocation   | Aug 17                       | -                           | -                        |
| Staff Development Day   | -                            | Feb 12                      | -                        |
| <b>Holidays - No Classes (college closed)</b>                               |                              |                             |                          |
| •All Fridays of Summer Second Flex Session (Jun 24, Jul 1, 8, 15, 22, & 29) | Labor Day - Sept 7           | New Year's Day - Jan 1      | Memorial Day - May 30    |
| •Exceptions: Community Education, Workforce Training, and Adult Education   | Thanksgiving - Nov 25-28     | Martin Luther King - Jan 18 | Independence Day - Jul 4 |
|   | Winter Break - Dec 19-Jan 3  | Spring Break - Mar 13-20    |                          |

\* 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***



OFFICE OF THE PRESIDENT

Item 8.1

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.**



OFFICE OF THE PRESIDENT

Item 8.2

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*

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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**



OFFICE OF THE PRESIDENT

Item 9.2

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**.

**South Florida State College Foundation, Inc**  
**Gift Summary Report 10/9/14-11/10/14**

| Fund ID | Fund Description                | Gift Count    | Cash        | Total       |
|---------|---------------------------------|---------------|-------------|-------------|
| 1000    | Unrestricted                    | 41            | \$16,140.50 | \$16,140.50 |
| 2000    | Jacaranda Restoration Fund      | 1             | \$6.00      | \$6.00      |
| 5011    | SFSC General Scholarship        | 9             | \$361.00    | \$361.00    |
| 5014    | Joe Johnston/Bette McDearman    | 1             | \$20.00     | \$20.00     |
| 5018    | SFSC Trustees Honor Scholarship | 1             | \$300.00    | \$300.00    |
| 5025    | General Nursing Scholarship     | 1             | \$0.50      | \$0.50      |
| 5031    | SFSC Community Fund             | 8             | \$66.00     | \$66.00     |
| 5032    | SFSC Library Donations          | 3             | \$35.00     | \$35.00     |
| 5045    | Athletic Booster Club           | 2             | \$15.00     | \$15.00     |
| 5057    | Phi Theta Kappa                 | 1             | \$10.00     | \$10.00     |
| 5095    | Dental Programs                 | 2             | \$145.00    | \$145.00    |
| 5108    | MOFAC                           | 2             | \$7.50      | \$7.50      |
| 5110    | Highlands County Bar Assoc      | 1             | \$20.00     | \$20.00     |
| 5137    | Leadership Highlands            | 5             | \$900.00    | \$900.00    |
| 5148    | Norman L. Stephens Endowment    | 2             | \$40.00     | \$40.00     |
| 5158    | TSIC Scholarships               | 9             | \$76.52     | \$76.52     |
| 6005    | SFSC General Endowment Fund     | 4             | \$330.00    | \$330.00    |
|         |                                 |               |             |             |
|         |                                 |               |             |             |
|         | 82 Donor(s) listed              | Grand Totals: | \$18,473.02 | \$18,473.02 |



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: DECEMBER 10, 2014

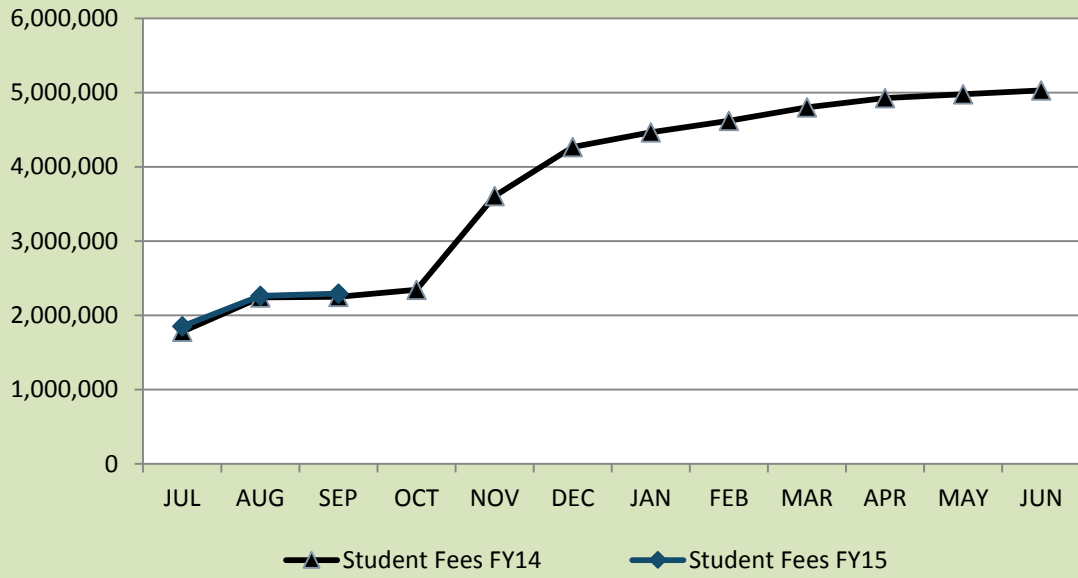
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

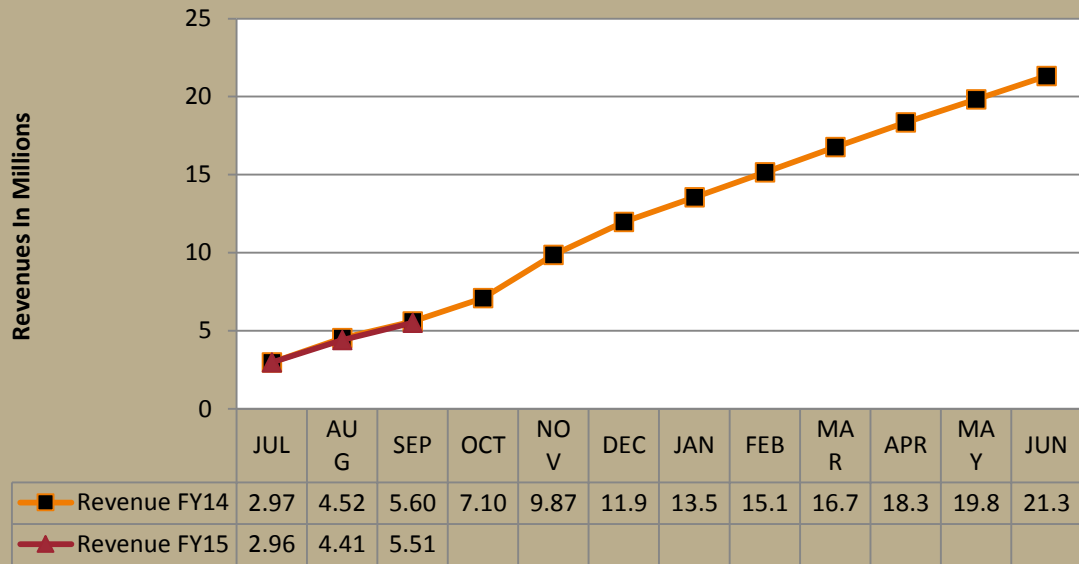
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the graphs and summary of revenues and expenditures of the College through September 30, 2014.

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

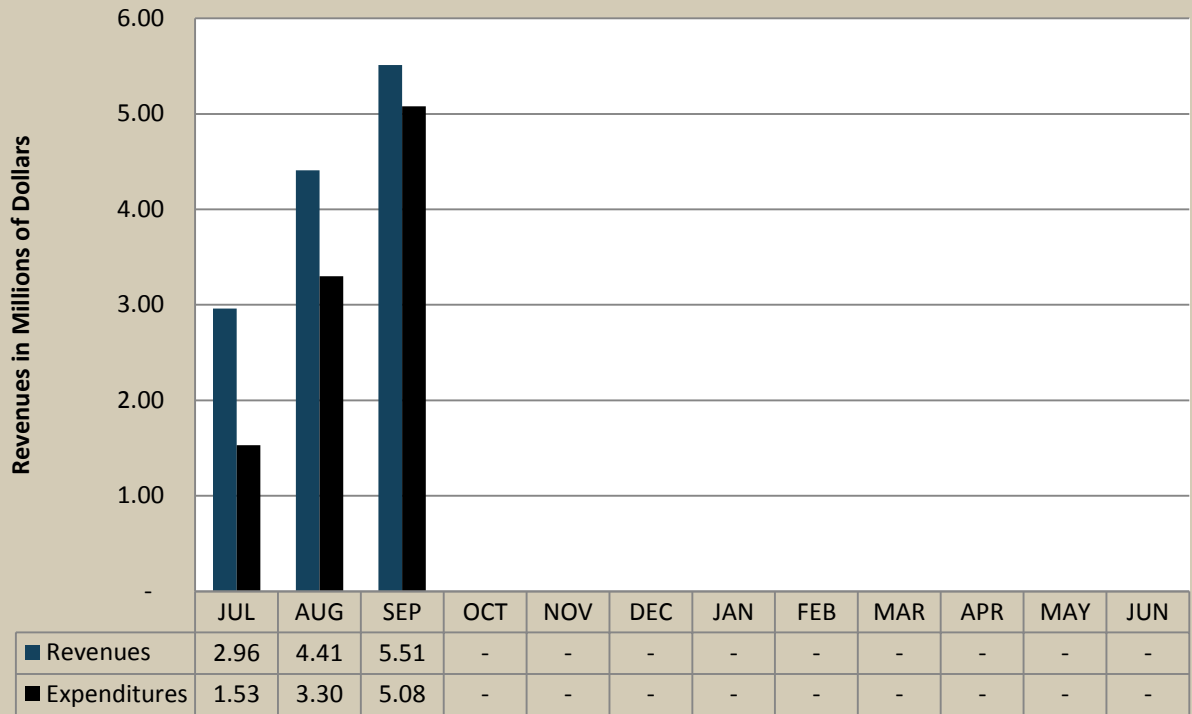


## South Florida State College Fund 1 Total Revenue, FY 14 vs FY 15



■ Revenue FY14      ▲ Revenue FY15

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



**South Florida State College**  
**Revenues and Expenditures**  
**For the Month Ended September 30, 2014**

| <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               | Tuition and Out of State Fees          | \$ 4,643,831.00         | \$ 1,972,498.29        | \$ 2,671,332.71         | 42.48%                                    |
| 404XX               | Laboratory Fees                        | 488,200.00              | 197,506.45             | 290,693.55              | 40.46%                                    |
| 408XX               | Technology Fees                        | 209,000.00              | 84,997.47              | 124,002.53              | 40.67%                                    |
| 409XX               | Other Student Fees                     | 103,600.00              | 38,470.45              | 65,129.55               | 37.13%                                    |
| 41600               | Grants and Contracts from Counties     | 31,004.00               | 4,500.00               | 26,504.00               | 14.51%                                    |
| 42110               | FCSPP-General Revenue                  | 12,303,849.00           | 3,075,962.00           | 9,227,887.00            | 25.00%                                    |
| 42210               | CO&DS Entitlement                      | 2,150.00                | -                      | 2,150.00                | 0.00%                                     |
| 42610               | FCSPP-Lottery                          | 3,575,283.00            | -                      | 3,575,283.00            | 0.00%                                     |
| 42900               | Indirect Cost Recovered - State        | 1,000.00                | -                      | 1,000.00                | 0.00%                                     |
| 43900               | Indirect Costs Recovered - Federal     | 100,000.00              | 32,750.35              | 67,249.65               | 32.75%                                    |
| 44100               | Cash Contributions                     | 9,000.00                | 5,884.10               | 3,115.90                | 65.38%                                    |
| 46400               | Use of College Facilities              | 79,000.00               | 7,295.94               | 71,704.06               | 9.24%                                     |
| 466XX               | Other Sales and Services               | 237,700.00              | 77,343.85              | 160,356.15              | 32.54%                                    |
| 48100               | Interest and Dividends                 | 7,500.00                | 1,986.99               | 5,513.01                | 26.49%                                    |
| 487XX               | Fines and Penalties                    | 4,250.00                | 621.16                 | 3,628.84                | 14.62%                                    |
| 49XXX               | Transfers and Other Revenue            | 366,300.00              | 10,319.41              | 355,980.59              | 2.82%                                     |
|                     | <b>Total Revenues</b>                  | <b>\$ 22,161,667.00</b> | <b>\$ 5,510,136.46</b> | <b>\$ 16,651,530.54</b> | <b>24.86%</b>                             |
| 51XXX               | Management                             | \$ 1,829,572.40         | \$ 462,843.09          | \$ 1,366,729.31         | 25.30%                                    |
| 52XXX               | Instruction                            | 4,602,916.45            | 863,492.13             | 3,739,424.32            | 18.76%                                    |
| 53XXX               | Other Professional                     | 2,870,111.53            | 693,240.39             | 2,176,871.14            | 24.15%                                    |
| 54XXX               | Career Staff                           | 2,637,868.05            | 652,588.74             | 1,985,279.31            | 24.74%                                    |
| 56XXX               | Other Personnel Services-Instructional | 1,021,844.00            | 118,350.07             | 903,493.93              | 11.58%                                    |
| 57XXX               | Other Professional-Tech/Clerical/Trade | 114,990.00              | 14,770.18              | 100,219.82              | 12.84%                                    |
| 58000               | Student Employment -Inst Work Study    | 25,000.00               | -                      | 25,000.00               | 0.00%                                     |
| 58500               | Employees Awards                       | 11,500.00               | -                      | 11,500.00               | 0.00%                                     |
| 58501               | Non-Recurring                          | 97,620.00               | -                      | 97,620.00               | 0.00%                                     |
| 59XXX               | Benefits                               | 4,014,938.00            | 841,032.21             | 3,173,905.79            | 20.95%                                    |
|                     | <b>Total Personnel</b>                 | <b>\$ 17,226,360.43</b> | <b>\$ 3,646,316.81</b> | <b>\$ 13,580,043.62</b> | <b>21.17%</b>                             |
| 605XX               | Travel                                 | \$ 330,940.00           | \$ 43,465.04           | \$ 287,474.96           | 13.13%                                    |
| 61000               | Freight and Postage                    | 34,625.00               | 21,312.37              | 13,312.63               | 61.55%                                    |
| 615XX               | Telecommunications                     | 86,000.00               | 6,578.47               | 79,421.53               | 7.65%                                     |
| 62000               | Printing                               | 82,075.00               | 9,477.64               | 72,597.36               | 11.55%                                    |
| 625XX               | Repairs and Maintenance                | 881,205.00              | 383,227.66             | 497,977.34              | 43.49%                                    |
| 63000               | Rentals                                | 176,160.00              | 38,362.83              | 137,797.17              | 21.78%                                    |
| 635XX               | Insurance                              | 368,288.00              | 221,038.00             | 147,250.00              | 60.02%                                    |
| 640XX               | Utilities                              | 1,415,600.00            | 313,735.42             | 1,101,864.58            | 22.16%                                    |
| 645XX               | Other Services                         | 680,135.00              | 162,286.53             | 517,848.47              | 23.86%                                    |
| 650XX               | Professional Fees                      | 165,650.00              | 17,063.50              | 148,586.50              | 10.30%                                    |
| 655XX               | Education Office/Dept Material Supp    | 502,375.00              | 121,433.46             | 380,941.54              | 24.17%                                    |
| 657XX               | Data Software-Non-Capitalized          | 101,053.00              | 14,597.07              | 86,455.93               | 14.44%                                    |
| 66000               | Maint/Construction Material/Supp       | 276,000.00              | 36,994.64              | 239,005.36              | 13.40%                                    |
| 665XX               | Other Materials and Supplies           | 123,725.00              | 8,496.53               | 115,228.47              | 6.87%                                     |
| 670XX               | Subscriptions/Library Books            | 49,500.00               | 13,837.80              | 35,662.20               | 27.96%                                    |
| 680XX               | Scholarships                           | 105,505.00              | 16,243.35              | 89,261.65               | 15.40%                                    |
| 69XXX               | Transfers and Other Expenses           | 90,000.00               | 5,761.89               | 84,238.11               | 6.40%                                     |
|                     | <b>Total Current Expenses</b>          | <b>\$ 5,468,836.00</b>  | <b>\$ 1,433,912.20</b> | <b>\$ 4,034,923.80</b>  | <b>26.22%</b>                             |
| 706XX               | Minor Equipment >1000<5000             | \$ 25,000.00            | \$ 4,032.31            | \$ 20,967.69            | 16.13%                                    |
|                     | <b>Total Capital Outlay</b>            | <b>\$ 25,000.00</b>     | <b>\$ 4,032.31</b>     | <b>\$ 20,967.69</b>     | <b>16.13%</b>                             |