



**SFSC  
District Board of Trustees  
Regular Meeting  
March 26, 2014**

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

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

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



OFFICE OF THE PRESIDENT

**Item 1.1**

PRESENT TO BOARD: MARCH 26, 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 March 26, 2014 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of March 26, 2014 as presented.**

**AGENDA**  
**SOUTH FLORIDA STATE COLLEGE**  
**DISTRICT BOARD OF TRUSTEES**  
**HIGHLANDS CAMPUS**  
**MARCH 26, 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 – February 26, 2014
  - 1.3 Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introductions
- 3.0 Public Comment
  - 3.1 The Florida Center for Addictions and Dual Disorders
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Agreements and Contracts
    - 5.2.1 Affiliation Agreement – FL Dept. of Health in Highlands County
  - 5.3 Grant Applications
    - 5.3.1 EMS Matching Grant - \$27,000
    - 5.3.2 Simulation (SIM) Man for Nursing Program - \$67,000
    - 5.3.3 Tourism Grant Program - \$1,000
  - 5.4 Operating Actions
    - 5.4.1 Monthly Accounts Payable & Payroll Payment Summary
    - 5.4.2 Property Deletion & Disposal
- 6.0 Planning and Policy Issues
  - 6.1 Policy Development
    - 6.1.1 New Policy 1.18: Substance Abuse Testing
- 7.0 Academic and Student Matters
  - 7.1 Curriculum Proposals
  - 7.2 Fee Proposals
- 8.0 Purchasing and Other Action Items
- 9.0 Reports
  - 9.1 Facilities Report
  - 9.2 Resource Development Report
  - 9.3 Financial Report
  - 9.4 President's Report
  - 9.5 Board Attorney Report
  - 9.6 Board Member Reports
  - 9.7 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

**Item 1.2.1**

PRESENT TO BOARD: MARCH 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – FEBRUARY 26, 2014

It is recommended that the minutes of the regular meeting held February 26, 2014 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**  
**Move to approve the minutes of the February 26, 2014 regular meeting as presented.**

**MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FEBRUARY 26, 2014**

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

**Members Absent:**

<b>Staff Present:</b>	Ms. Annie Alexander-Harvey	Mr. Doug Andrews	Mr. Don Appelquist
	Dr. Kimberly Batty-Herbert	Mr. Kevin Brown	Mrs. Tammy Bush
	Mrs. Teresa Crawford	Mrs. Anita Kovacs	Mr. Glenn Little
	Mrs. Lindsay Lynch	Dr. Mike McLeod	Dr. Leana Revell
	Dr. Chris van der Kaay	Ms. Becky Sroda	Dr. Deborah Fuschetti
	Dr. Robert Flores	Ms. Jane Hancock	Mrs. Melanie Jackson
	Mrs. June Weyrauch	Ms. Courtney Green	

**Others Present:** Mrs. Barbara Kirschner

**CALL TO ORDER**

At 6:04 p.m., the regular meeting of the District Board of Trustees was called to order at the Hardee Campus by Board Chair, Mr. Joe Wright.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held February 26, 2014 as recommended.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Mr. Lambert made a motion, seconded by Mrs. Cullens, to approve the minutes of the regular meeting held January 22, 2014.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.3 Review of Agenda Master Calendar**

The Agenda Master Calendar was reviewed.  
The Trustees asked Dr. Leitzel and Mrs. Bush to bring back to the March 26 Board meeting, a suggested alternative location for the August meeting as the June meeting

is currently scheduled to be held at the DeSoto campus. They also asked that the dates of the September 24 meeting and the October 22 meeting be changed due to the Trustees Commission Conference scheduled for September 25-26 in Jacksonville and the ACCT Leadership Congress taking place October 22-25 in Chicago, IL.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

**2.1 Recognition and Introduction**

Dr. Leitzel thanked Mrs. Crawford and Mr. Colquitt for their assistance with the Board meeting. He also introduced and thanked Mrs. Weyrauch and stated that she will be assisting with the Board meetings going forward to run the electronic equipment.

**3.0 PUBLIC COMMENT – No public comment.**

**4.0 PRESENTATION**

**4.1 SFSC Mobile Application Presentation**

Dr. van der Kaay introduced Mrs. Jackson, who gave a PowerPoint presentation on the college's new Desire2Learn Mobile Application. She stated that the purpose of this mobile application is the enhance student engagement and retention/success by providing ready access to communication, teaching, and learning. **(EXHIBIT "A")**

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments, full-time career service staff; full-time professional staff; resignations/terminations; retirements; reappointments, president's immediate staff, 2014-15; and adjunct faculty, 2013-14 academic year as needed. **(EXHIBIT "B")**

**5.2 Agreement and Contracts – No agreements or contracts.**

**5.3 Grant Applications – No grant applications.**

**5.4 Operational Actions**

**5.4.1 Monthly Accounts Payable/Payroll Check Register**

Approved the monthly accounts payable/monthly payroll check register and summary through January 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 **\$23,781.72**. **(EXHIBIT "D")**

**5.4.3 Donation of a Model #57000DT1-1 Trencher**

The Peace River Electric Cooperative, Inc. donated a Model #57000DT1-1 Trencher to SFSC's Electrical Lineman Program at the Hardee Campus. Valued at \$400. **(EXHIBIT "E")**

Mrs. Cullens asked that a list of upper management employees in DROP and a timeline be provided to the Trustees.

Mrs. Puckorius stated that she will continue to review the warrants prior to the Board meeting, as she did this month.

**Dr. Kirschner made a motion, seconded by Mrs. Puckorius, to approve the Consent Agenda, Items 5.1 through 5.4.3 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**6.0 PLANNING AND POLICY ISSUES – None**

**7.0 ACADEMIC AND STUDENT MATTERS**

**7.1 Curriculum Proposals**

Dr. Revell introduced curriculum proposals. *(EXHIBIT "F")*

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

**7.2 Fee Proposals**

Dr. Revell introduced fee proposals. *(EXHIBIT "G")*

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

**7.3 Development and Implementation of Women's Cross Country Team**

Dr. Revell presented a video presentation of Athletic Director, Rick Hitt, that included a brief media presentation to introduce women's cross country for fall 2015 and discussed how this sport could be implemented at the college. A written proposal was distributed to the Trustees. Coach Hitt was not able to attend the meeting as the baseball team was playing away. *(EXHIBIT "H")*

**Mr. Lambert made a motion, seconded by Mrs. Cullens, to table the request as presented and asked for an analysis from administration to further explore the possibility of a men's team as well and to hold a workshop.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**8.0 PURCHASING AND OTHER ACTION ITEMS**

**8.1 Proposals (RFP) 13-05 SFSC Banking Services and Merchant Services**

Mrs. Kovacs presented a request an award RFP 13-05 for SFSC Banking Services and Merchant Services. *(EXHIBIT "I")*

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve Highlands Independent Bank to receive the award for RFP 13-05 Banking Services and Vantiv to receive the award for RFP 13-05 Merchant Services as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**9.0 REPORTS**

**9.1 Facilities – No report**



**9.2 Resource Development  
Donations and Pledges**

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$32,692.50** from January 1, 2014 through February 10, 2014.

**9.3 Financial Report**

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

**9.4 President's Report**

1. Dr. Leitzel thanked the "Great 8" Trustees for attending the AFC Trustees Legislative Conference held February 3-4, in Tallahassee. Many good reports were given at the conference.
2. Dr. Leitzel thanked the Trustees who attended the ACCT Community College National Legislative Summit in Washington, DC. February 10-13. The meeting with Congressman Rooney and his staff went very well. The conference was cut short due to bad weather.
3. Dr. Leitzel reported on the Florida College System Update. He and staff are carefully watching the FY15 Funding and the Performance Funding Proposal.
4. Dr. Leitzel stated that Mr. Wright will discuss the 2014 Farm Bill in his report.
5. Dr. Leitzel shared that Chancellor Hanna had recently commended SFSC's campus facilities for their great work to make our campus one of the most beautiful in the Florida College System.
6. Dr. Leitzel reported that the committee interviewing candidates for the Director of Cultural Program position is nearing its selection. Dean Andrews presented information about a student performance taking place March 11 at the Highlands Campus.
7. Dr. Leitzel stated that spring break will take place the week of March 17 and the college will be closed.

**9.5 Board Attorney's Report**

No report

**9.6 Board Members' Reports**

Mrs. Rider stated no report.

Mrs. Puckorius thanked Mr. Little for providing her with an electronic device for Board meetings.

Mr. Backer commended Mrs. Weyrauch on running the equipment at tonight's meeting. He thanked Mrs. Crawford for hosting the meeting and Dr. Flores for taking care of the college grounds and maintenance. Mr. Backer also stated that 2014 Professional Development Day offered a good program.

Dr. Kirschner thanked Mr. Little for providing him with an electronic device for Board meeting and with assistance setting it up.

Mr. Bryan stated no report.

Mrs. Cullens thanked the Trustees for their support at the AFC Trustees Legislative Conference held February 2-3 in Tallahassee. She also thanked Mrs. Crawford for hosting the meeting.

**9.7 Board Chair Report**

1. Mr. Wright stated that the presidential contract will need to be addressed in the near future. Mrs. Cullens stated that members of the Trustees Commission will meet Monday to discuss this topic.
2. Mr. Wright stated that he was very impressed with the "MOFAC Third Thursday" program. The program is excellent and well done.
3. Mr. Wright stated that the Trustees, Dr. Leitzel, and he had a good meeting with Congressman Rooney and his staff while attending the ACCT Community College National Legislative Summit, February 10-13, in Washington, DC. He then asked Mrs. Lynch to further explain the grant opportunity. She also distributed information for the Trustees review.

Dr. Leitzel stated that Mrs. Lynch will take the lead and he explained Dr. Batty-Herbert, Mr. Brown, and Mr. Appelquist's role in the grant application process.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 8:20 p.m.




OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: MARCH 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AGENDA MASTER CALENDAR

Action Items:

The following changes to the Agenda Master Calendar are recommended for your consideration:

Move the location of the June 25, 2014 meeting from the DeSoto Campus to the Hardee Campus.

Change the tentative date of the September 24, 2014 meeting on the Hardee Campus to October 1, 2014 on the Highlands Campus.

Change the tentative date of the October 22, 2014 meeting to November 5, 2014 on the Highlands Campus.

Information Item:

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

**SUGGESTED MOTION:**

**Move to approve the changes to the Agenda Master Calendar as presented.**

## District Board of Trustees Agenda Master Calendar

MARCH 2014	APRIL 2014	MAY 2014
<p>1 SFSC Panther 5K Run/Walk 7:00 AM Highlands Campus</p> <p>26 Board Meeting, 6 PM Highlands Campus</p>	<p>23 DBOT Workshop, 4PM Followed by Board Meeting, 6 PM Highlands Campus</p> <p>26 SFSC Foundation Gala 6:00 PM Jacaranda Hotel</p>	<p>6 SFSC Commencement</p> <p>28 Budget Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p>
JUNE 2014	JULY 2014	AUGUST 2014
<p>25 Board Meeting, 6 PM Hardee Campus</p>	<p>23 Board Meeting, 6 PM Highlands Campus</p>	<p>27 *Board Meeting, 6 PM DeSoto Campus</p>
SEPTEMBER 2014	OCTOBER 2014	NOVEMBER 2014
<p>25-26 AFC Trustee Commission Conference Jacksonville, FL</p>	<p>1 *Board Meeting, 6 PM Highlands Campus</p> <p>22-25 ACCT Leadership Congress, Chicago, IL</p> <p>29-31 Annual AFC Convention Destin, FL</p>	<p>5 *Board Meeting, 6 PM Highlands Campus</p>
DECEMBER 2014	JANUARY 2015	FEBRUARY 2015
<p>1 Jacaranda Jubilee, SFSC Foundation, 6:30 PM</p> <p>11 SFSC Foundation Christmas Luncheon, 12PM Jacaranda Hotel</p> <p>10 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p> <p>18 SFSC Commencement</p>	<p>28 *Board Meeting, 6 PM Highlands Campus</p>	<p>25 *Board Meeting, 6 PM Highlands Campus</p>

\*Tentative

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




OFFICE OF THE PRESIDENT

**Item 2.1**

PRESENT TO BOARD: MARCH 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Kimberley Dos Santos	Lead Instructor, Elementary Education	Michele DeVane	01/02/14
Tara Huften	Staff Assistant II, Bioenergy Program	J. Kevin Brown	01/30/14
Robert Land	General Maintenance	Robert Mathy (Introduction by Robert Flores)	08/06/13
Verna "Michelle" Macbeth	Instructor, Spanish	Stacy Sharp	08/19/13
Tasha Morales	Staff Assistant II, Student Support Services	Monica Powers	01/02/14
Mandy Ramos	Resource Development Assistant: Planned Giving	Jane Hancock	01/13/14
Wade Williams II	General Maintenance	Robert Mathy (Introduction by Robert Flores)	01/02/14

**3.0 *Public Comment***



OFFICE OF THE PRESIDENT

**Item 3.1**

PRESENT TO BOARD: MARCH 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: THE FLORIDA CENTER FOR ADDICTIONS AND DUAL DISORDERS

Mr. Little will introduce Mr. Robert Rihn, Executive Director of Tri-County Human Services, which serves as the administrative entity for The Florida Center for Addictions and Dual Disorders.

The Florida Center for Addictions and Dual Disorders is a 40-plus-bed residential treatment facility for individuals with substance dependence and psychiatric disorders. Located in Avon Park, Fla., the center is licensed and monitored by the Florida Department of Children and Families and the Commission for the Accreditation of Rehabilitation Facilities. It provides psychiatric assessment, psychoeducational and rehabilitative services. The Florida Center for Addictions and Dual Disorders offers assistance with stress management and development of communication and living skills. The center additionally provides individual, group, recreational and occupational therapies, as well as outpatient services for area residents. It is operated by Tri-County Human Services, which is a nonprofit organization providing substance abuse and mental health disorders treatment to residents of Florida's Polk, Hardee and Highlands counties in Florida.

The college has enjoyed a lengthy relationship with Tri-County Human Services, Inc. The college owns and maintains all Florida Center facilities and has nursing affiliation agreements in place. Mr. Little serves as a member of the advisory board for the Center.

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## **4.0 *Presentations***

**5.0 Consent Agenda Action Items**



OFFICE OF THE PRESIDENT

**Item 5.0**

PRESENT TO BOARD: MARCH 26, 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>21</b>
<b>5.2</b>	<b>Agreement and Contracts</b>	
	<b>5.2.1 Affiliation Agreement – Florida Department of Health in Highlands County</b>	<b>23</b>
<b>5.3</b>	<b>Grant Applications</b>	
	<b>5.3.1 EMS Matching Grant - \$27,000</b>	<b>24</b>
	<b>5.3.2 Simulation (SIM) Man for Nursing Program - \$67,000</b>	<b>25</b>
	<b>5.3.3 Tourism Grant Program - \$1,000</b>	<b>26</b>
<b>5.4</b>	<b>Operating Actions</b>	
	<b>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	<b>27</b>
	<b>5.4.2 Property Deletion &amp; Disposal</b>	<b>29</b>



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: MARCH 26, 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:

**I. APPOINTMENTS, ADMINISTRATIVE STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Garren, Cynthia	Director, Cultural Programs	4/28/14

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Bohlman, Brian	Instructor, Computer Networking Technology	03/24/14

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
LaDue, Pamela "Renee"	Physical Plant Operations Specialist	03/03/14
Long, Chadwick	Coordinator, Recruitment and Retention	02/24/14

**IV. APPOINTMENTS, FULL-TIME CAREER SERVICE STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Dean, Latisha (Lincoln) *Grant-funded position	Staff Assistant II, Xcel-IT Program*	03/24/14

**V. RESIGNATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Rawlings, Ryan	End-User Support Analyst	02/25/14

**VI. RETIREMENTS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Alexander-Harvey, Annie	Dean, Student Services	06/30/14
West, Daniel	Professor, Auto Collision Repair & Refinishing	06/18/14

**VII. REAPPOINTMENTS, FULL-TIME ADMINISTRATIVE STAFF, 2014-15:**

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

**VIII. REAPPOINTMENTS, FULL-TIME FACULTY, 2014-15:**

**Continuing Contract:**

Cover, Ellen  
Hawker, James  
Leidel, Michelle  
Zoerb, David

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

Burch, Beth  
Cardenas, Tina  
Hemler, Kimberly  
Jaques, Lorraine  
Macbeth, Verna Michelle  
Martin, Adam  
Miller, Claire  
Nason, Kimberly  
Nicholas, Sonji  
Smith, Rodger  
von Merveldt, Mary

**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: MARCH 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – FLORIDA DEPARTMENT OF HEALTH IN  
HIGHLANDS COUNTY

Approval is requested to enter into a **new** affiliation agreement between South Florida State College and the Florida Department of Health in Highlands County for the purpose of providing preventative dental screening, basic examination, and dental sealant services to students enrolled in Highlands County Public Schools.

This agreement is good for one year, unless there is a request to terminate the agreement from either party.

**SUGGESTED MOTION:**

**Move to approve entry into a new affiliation agreement with the Florida Department of Health in Highlands County to provide preventative dental screening, basic examination, and dental sealant services to students enrolled in Highlands County Public Schools as presented.**



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: MARCH 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – EMS MATCHING GRANT

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

- Title: **EMS Matching Grant**
- Source: Florida Department of Health
- Amount: \$27,000
- Description: If funded, the grant money will be used to purchase one OB simulator and one pediatric simulator for the EMT and Paramedic programs. These two simulators will help students gain critical patient interaction experiences.

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





OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: MARCH 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – SIMULATION (SIM) MAN FOR NURSING PROGRAM

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

- Title: **Simulation (SIM) Man for Nursing Program**
- Source: Hugaton Foundation
- Amount: \$67,000
- Description: Funds have been requested to purchase a new, high-fidelity SIM Man for the Nursing program.

**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: MARCH 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – TOURIST GRANT PROGRAM

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

- Title: **Tourism Grant Program**
- Source: Highlands County Tourist Development Council
- Amount: \$1,000
- Description: Funds will be used to support advertising efforts for the 2014-2015 SFSC Cultural Programs.

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



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: MARCH 26, 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 February 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.**

<b>Accounts Payable:</b>								
	<b>2013/2014 Checks</b>		<b>2013/2014 Electronic Payments</b>		<b>2013/2014 P-Card</b>		<b>2013/2014 Totals</b>	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	482	\$496,264.26	144	\$830,389.21	353	\$164,048.75	979	\$1,490,702.22
Aug	269	263,023.82	280	1,079,241.59	470	262,269.91	1019	\$1,604,535.32
Sept	274	421,484.09	243	654,310.86	575	205,769.15	1092	\$1,281,564.10
Oct	1736	1,880,961.61	362	1,298,038.52	559	201,925.33	2657	\$3,380,925.46
Nov	420	467,434.47	252	813,428.33	676	242,049.44	1348	\$1,522,912.24
Dec	278	292,128.44	205	881,045.79	578	177,888.47	1061	\$1,351,062.70
Jan	411	424,306.76	286	393,999.53	400	140,410.54	1097	\$958,716.83
Feb	1625	1,809,761.26	313	1,221,536.52	479	177,017.77	2417	\$3,208,315.55
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
<b>Totals</b>	<b>5495</b>	<b>\$6,055,364.71</b>	<b>2085</b>	<b>\$7,171,990.35</b>	<b>4090</b>	<b>\$1,571,379.36</b>	<b>11670</b>	<b>\$14,798,734.42</b>

<b>Payroll:</b>						
	<b>2013/2014 Checks</b>		<b>2013/2014 Electronic Payments</b>		<b>2013/2014 Totals</b>	
	No.	Amount	No.	Amount	No.	Amount
July	45	\$40,227.64	474	\$831,790.63	519	\$872,018.27
Aug	26	48,386.72	366	799,710.94	392	848,097.66
Sept	31	30,424.84	403	793,741.48	434	824,166.32
Oct	25	37,565.91	433	844,149.18	458	881,715.09
Nov	43	40,210.88	444	842,054.51	487	882,265.39
Dec	35	47,611.17	451	881,175.09	486	928,786.26
Jan	37	45,244.54	441	833,574.13	478	878,818.67
Feb	35	45,849.73	426	826,860.70	461	872,710.43
March					0	0.00
April					0	0.00
May					0	0.00
June					0	0.00
<b>Totals</b>	<b>277</b>	<b>\$335,521.43</b>	<b>3438</b>	<b>\$6,653,056.66</b>	<b>3715</b>	<b>\$6,988,578.09</b>

<b>Accounts Payable:</b>						
	<b>2012/2013</b>			<b>2013/2014</b>		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	699	\$1,248,137.18	\$ 1,248,137.18	979	\$1,490,702.22	\$ 1,490,702.22
August	860	1,664,384.86	2,912,522.04	1,019	1,604,535.32	\$ 3,095,237.54
September	1,081	1,184,896.82	4,097,418.86	1,092	1,281,564.10	\$ 4,376,801.64
October	2,788	3,121,266.46	7,218,685.32	2,657	3,380,925.46	\$ 7,757,727.10
November	1,293	1,159,106.44	8,377,791.76	1,348	1,522,912.24	\$ 9,280,639.34
December	1,021	1,328,652.61	9,706,444.37	1,061	1,351,062.70	\$ 10,631,702.04
January	1,058	942,155.17	10,648,599.54	1,097	958,716.83	\$ 11,590,418.87
February	2,446	3,267,707.96	13,916,307.50	2,417	3,208,315.55	\$ 14,798,734.42
March	1,197	1,441,875.37	15,358,182.87			
April	1,059	1,336,395.21	16,694,578.08			
May	1,043	1,452,652.31	18,147,230.39			
June	1,200	1,584,718.52	19,731,948.91			
<b>Totals</b>	<b>15,745</b>	<b>\$19,731,948.91</b>		<b>11,670</b>	<b>\$14,798,734.42</b>	

<b>Payroll:</b>						
	<b>2012/2013</b>			<b>2013/2014</b>		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	527	\$874,217.16	\$874,217.16	519	\$872,018.27	\$872,018.27
August	419	849,902.34	1,724,119.50	392	848,097.66	\$1,720,115.93
September	408	830,083.03	2,554,202.53	434	824,166.32	\$2,544,282.25
October	454	889,410.81	3,443,613.34	458	881,715.09	\$3,425,997.34
November	483	901,596.73	4,345,210.07	487	882,265.39	\$4,308,262.73
December	501	947,971.94	5,293,182.01	486	928,786.26	\$5,237,048.99
January	461	843,750.83	6,136,932.84	478	878,818.67	\$6,115,867.66
February	476	856,261.35	6,993,194.19	461	872,710.43	\$6,988,578.09
March	498	861,595.38	7,854,789.57			
April	471	878,477.14	8,733,266.71			
May	479	891,413.35	9,624,680.06			
June	432	908,505.27	\$ 10,533,185.33			
<b>Totals</b>	<b>5609</b>	<b>\$10,533,185.33</b>		<b>3715</b>	<b>\$6,988,578.09</b>	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: MARCH 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PROPERTY DELETION AND DISPOSAL

Authorization is requested to delete items on the attached list of equipment totaling **\$15,940.84** 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  
Mar-14**

<b>Tag #</b>	<b>Date Purchased</b>	<b>Description</b>	<b>Cost</b>	<b>Condition Code</b>
5853	2/19/1988	Panasonic Video Monitor/Player	\$ 950.00	Poor
6875	1/9/1989	Panasonic Portable S-VHS VCR	\$ 2,206.00	Poor
12763	5/22/2001	Formax Folder/Sealer	\$ 9,327.84	Poor
13744	2/11/2004	Super View 200 Server	\$ 3,457.00	Poor
		<b>TOTAL</b>	<b>\$ 15,940.84</b>	

## **6.0 Planning and Policy Issues**



OFFICE OF THE PRESIDENT

**Item 6.1.1**

PRESENT TO BOARD: MARCH 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: POLICY DEVELOPMENT: NEW POLICY 1:18: SUBSTANCE ABUSE TESTING

Approval is recommended to establish a new Policy 1.18 Substance Abuse Testing to provide awareness and approval for substance abuse testing of student athletes and students in academic programs which require drug/alcohol testing. Currently, several of our allied health programs practice in clinical settings which require evidence of drug screening. Staff have been sending students to a local laboratory testing facility prior to clinical experiences, and to date, no tests have indicated evidence of substance abuse. Our Athletic Department has requested the authority to perform in-house unannounced and reasonable suspicion testing followed by confirmation testing (if necessary) to ensure that our student athletes do not use illegal or banned substances or misuse medications or other substances. Our policies currently do not allow illegal use or misuse of alcohol and drugs, but we have no program currently in place to monitor student athletes for compliance. Approval of this policy will provide for the President to develop detailed procedures to ensure legal and appropriate monitoring and compliance with other policies and rules already in place.

This proposed new policy is offered for consideration.

**SUGGESTED MOTION:**

**Move to table adoption of Policy 1.18 Substance Abuse Testing as presented.**



**NEW**

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

**POLICY NO.** 1.18

**TITLE:** SUBSTANCE ABUSE TESTING

**LEGAL AUTHORITY:** FLORIDA STATUTE 1001.64

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

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South Florida State College (SFSC) is committed to providing a campus environment free from the abuse of alcohol and/or the illegal use of alcohol or other drugs, as set forth in SFSC District Board of Trustees Policy 1.07. The use of illegal drugs and performance-enhancing substances, as well as the misuse of tobacco, alcohol, legal drugs, and over-the-counter medications and supplements, is inconsistent with the standards expected of SFSC students and is thus prohibited.

The college president is authorized to develop administrative procedures to provide for substance abuse testing of student athletes and students in specialized programs which require substance abuse testing. These procedures will include provisions for notification, exceptions, testing, chain of custody provisions, disciplinary consequences, complaint procedures, and enforcement.

**HISTORY: Adopted:** x/xx/xx

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

**Reviewed:**

**Revised:**

## **7.0 Academic and Student Matters**



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: MARCH 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

**I. COURSE ADDITIONS**

Add the following developmental courses effective Fall 2014 (201510):

- MAT 0055 – Modularized Developmental Mathematics I (1 credit)
- MAT 0057 – Modularized Developmental Mathematics II (3 credits)

**II. COURSE MODIFICATIONS**

Modify the following courses, effective Fall 2014 (201510):

- **TRA 0260 - CDL for Electrical Line Service I**  
Add prerequisite, "CDL class A permit and DOT physical required prior to enrolling;" students need both requirements due to the compressed nature of the CDL course.
- **ART 1202C - 3-D Design**  
Remove prerequisite ART 1201C 2-D Design; no longer required before taking 3-D Design.
- **PHI 2010 - Introduction to Philosophy and Honors Introduction to Philosophy**  
Designate as writing-intensive courses under the Humanities general education course requirements.
- **ENC 0XXX - Writing I (2 credits)**  
Change to ENC 0017 Compressed Developmental Writing I (3 credits); new course number and credit hours issued by DOE. Title changed to associate with developmental coursework.

- **ENC 0XXX - Writing II (2 credits)**  
Change to ENC 0027 Compressed Developmental Writing II (3 credits); new course number and credit hours issued by DOE. Title changed to associate with developmental coursework.

### **III. COURSE DELETIONS**

Delete the following courses effective Summer 2014. Courses listed below fall in accordance with SFSC Administrative Procedure 2092 which specifies that courses not taught during the past five years should be removed from the College Catalog and Statewide Course Numbering System.

- ACR 0004 - Air Conditioning Mechanic I
- ACR 0005 - Air Conditioning Mechanic II
- ACR 0006 - Air Conditioning Mechanic III
- ACR 0007 - Air Conditioning Mechanic IV
- AER 2905 - Special Projects in Auto Technology
- AER 2930 - Special Topics in Automotive Mechanics
- BCA 0321 - Electrician Internship
- BCA 0441 - Plumbing Internship
- CET 0930 - Selected Topics in Microcomputer Systems And Hardware
- CGS 2554C - Data Communications and Networking
- CIS 2321C - Systems Analysis and Design
- EEV 0930L - Network Support Services Lab
- GLY 1000 - An Introduction To Geology: Earth Revealed
- MET 1001 - Weather and Climate
- MUL 2110 - Music History and Appreciation
- MUN 1180 - College/Community Band
- MUN 1280 - College/Community Orchestra
- MUN 1340 - Choral Ensemble I
- MUN 1490 - Instrumental Ensemble I
- MUN 1710 - Jazz Band
- MUN 1720 - Contemporary Vocal Ensemble I
- MUN 2180 - College/Community Band
- MUN 2280 - College/Community Orchestra
- MUN 2311 - Choral Union II
- MUN 2490 - Instrumental Ensemble II
- MUN 2721 - Contemporary Vocal Ensemble II
- MUS 2360 - Introduction to Music Technology
- MUT 1001 - Rudiments of Music
- MUT 2126 - Intermediate Music Theory I
- MUT 2127 - Intermediate Music Theory II
- MVB 1011 - Trumpet-Preparatory
- MVB 1013 - Trombone-Preparatory
- MVB 1014 - Baritone-Preparatory
- MVB 1015 - Tuba-Preparatory
- MVB 1211 - Trumpet-Secondary
- MVB 1213 - Trombone-Secondary
- MVB 1214 - Baritone-Secondary
- MVB 1215 - Tuba-Secondary
- MVB 1311 - Trumpet-Principal
- MVB 1313 - Trombone-Principal
- MVB 1314 - Baritone-Principal

- MVB 1315 - Tuba-Principal
- MVB 1411 - Trumpet-Major
- MVB 1413 - Trombone-Major
- MVB 1414 - Baritone-Major
- MVB 1415 - Tuba-Major
- MVB 2023 - Trombone-Preparatory
- MVB 2024 - Baritone-Preparatory
- MVB 2025 - Tuba-Preparatory
- MVB 2221 - Trumpet-Secondary
- MVB 2223 - Trombone-Secondary
- MVB 2224 - Baritone-Secondary
- MVB 2225 - Tuba-Secondary
- MVB 2321 - Trumpet-Principal
- MVB 2323 - Trombone-Principal
- MVB 2324 - Baritone-Principal
- MVB 2325 - Tuba-Principal
- MVB 2421 - Trumpet-Major
- MVB 2423 - Trombone-Major
- MVB 2424 - Baritone-Major
- MVB 2425 - Tuba-Major
- MVK 1011 - Piano-Preparatory
- MVK 1013 - Organ-Preparatory
- MVK 1111 - Keyboard Musicianship I
- MVK 1211 - Piano-Secondary
- MVK 1213 - Organ-Secondary
- MVK 1311 - Piano-Principal
- MVK 1313 - Organ-Principal
- MVK 1411 - Piano-Major
- MVK 1413 - Organ-Major
- MVK 2021 - Piano-Preparatory
- MVK 2023 - Organ-Preparatory
- MVK 2223 - Organ-Secondary
- MVK 2323 - Organ-Principal
- MVK 2423 - Organ-Major
- MVP 1011 - Percussion-Preparatory
- MVP 1211 - Percussion-Secondary
- MVP 1311 - Percussion-Principal
- MVP 1411 - Percussion-Major
- MVP 2021 - Percussion-Preparatory
- MVP 2221 - Percussion-Secondary
- MVP 2321 - Percussion-Principal
- MVP 2421 - Percussion-Major
- MVS 1011 - Violin-Preparatory
- MVS 1013 - Cello-Preparatory
- MVS 1016 - Guitar-Preparatory
- MVS 1211 - Violin-Secondary
- MVS 1213 - Cello-Secondary
- MVS 1216 - Guitar-Secondary
- MVS 1311 - Violin-Principal
- MVS 1313 - Cello-Principal
- MVS 1316 - Guitar-Principal
- MVS 1411 - Violin-Major

- MVS 1413 - Cello-Major
- MVS 1416 - Guitar-Major
- MVS 2021 - Violin-Preparatory
- MVS 2023 - Cello-Preparatory
- MVS 2026 - Guitar-Preparatory
- MVS 2221 - Violin-Secondary
- MVS 2223 - Cello-Secondary
- MVS 2226 - Guitar-Secondary
- MVS 2321 - Violin-Principal
- MVS 2323 - Cello-Principal
- MVS 2326 - Guitar-Principal
- MVS 2421 - Violin-Major
- MVS 2423 - Cello-Major
- MVS 2426 - Guitar-Major
- MVV 1011 - Voice-Preparatory
- MVV 1211 - Voice-Secondary
- MVV 1411 - Voice-Major
- MVV 2021 - Voice-Preparatory
- MVV 2221 - Voice-Secondary
- MVV 2421 - Voice-Major
- MVW 1011 - Flute-Preparatory
- MVW 1013 - Clarinet-Preparatory
- MVW 1015 - Saxophone-Preparatory
- MVW 1211 - Flute-Secondary
- MVW 1213 - Clarinet-Secondary
- MVW 1215 - Saxophone-Secondary
- MVW 1311 - Flute-Principal
- MVW 1313 - Clarinet-Principal
- MVW 1315 - Saxophone-Principal
- MVW 1411 - Flute-Major
- MVW 1413 - Clarinet-Major
- MVW 1415 - Saxophone-Major
- MVW 2021 - Flute-Preparatory
- MVW 2023 - Clarinet-Preparatory
- MVW 2025 - Saxophone-Preparatory
- MVW 2221 - Flute-Secondary
- MVW 2223 - Clarinet-Secondary
- MVW 2225 - Saxophone-Secondary
- MVW 2321 - Flute-Principal
- MVW 2323 - Clarinet-Principal
- MVW 2325 - Saxophone-Principal
- MVW 2421 - Flute-Major
- MVW 2423 - Clarinet-Major
- MVW 2425 - Saxophone-Major
- PHY1001C - Introduction to General Physics

**SUGGESTED MOTION:**

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

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

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



OFFICE OF THE PRESIDENT

**Item 7.2**

PRESENT TO BOARD: MARCH 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: FEE PROPOSALS

Consideration of the following fee proposals is requested:

**I. Decrease Fees** – Uniform costs decreased.

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
CJK 0007	Introduction to Law Enforcement	\$1,040.00	\$1,036.00	Spring 2014
CJK 0300	Introduction to Corrections	\$853.00	\$811.00	Spring 2014

**II. Delete Fees** – Course deletions.

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
CGS 2554C	Data Communications and Networking	\$5.00	Delete	Summer 2014
CIS 2321C	Systems Analysis and Design	\$5.00	Delete	Summer 2014
MUN 1720	Contemporary Vocal Ensemble I	\$50.00	Delete	Summer 2014
MUN 2721	Contemporary Vocal Ensemble II	\$50.00	Delete	Summer 2014
MUS 2360	Introduction to Music Technology	\$75.00	Delete	Summer 2014
MUS SECN	All Secondary Applied Music Lessons	\$125.00	Delete	Summer 2014
MUS MAJR	All Major Applied Music Lessons	\$175.00	Delete	Summer 2014
MUS PREP	All Preparatory Applied Music Lessons	\$125.00	Delete	Summer 2014
MUS PRIN	All Principal Applied Music Lessons	\$175.00	Delete	Summer 2014
MVK 1111	Keyboard Musicianship I	\$50.00	Delete	Summer 2014
PHY 1001C	Introduction to General Physics	\$8.00	Delete	Summer 2014

**SUGGESTED MOTION:**

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

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



**9.0 Reports**



OFFICE OF THE PRESIDENT

**Item 9.2**

PRESENT TO BOARD: MARCH 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: RESOURCE DEVELOPMENT REPORT

**Donations and Pledges to the SFSC Foundation, Inc.**

The following chart presents a summary listing of all donations and pledges made to the SFSC Foundation since the February 2014 meeting of the College District Board of Trustees. The included dates are February 11, 2014 through March 3, 2014. The total amount being reported is **\$49,546.44**.

<b>South Florida State College Foundation, Inc</b>					
<b>Gift Summary Report 2/11/14 - 3/3/14</b>					
Fund ID	Fund Description	Gift			Total
		Count	Cash	Pledges	
1000	Unrestricted	33	\$1,085.50	\$0.00	\$1,085.50
2000	Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$6.00
5008	African American-Dennard	1	\$25.00	\$0.00	\$25.00
5011	SFSC General Scholarship	9	\$121.00	\$0.00	\$121.00
5014	Joe Johnston/Bette McDearman Memor	1	\$20.00	\$0.00	\$20.00
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.50
5031	SFSC Community Fund	37	\$1,341.00	\$0.00	\$1,341.00
5032	SFSC Library Donations	3	\$35.00	\$0.00	\$35.00
5045	Athletic Booster Club	2	\$15.00	\$0.00	\$15.00
5057	Phi Theta Kappa	1	\$10.00	\$0.00	\$10.00
5058	Take Stock In Children - Ops	1	\$46,078.42	\$0.00	\$46,078.42
5095	Dental Programs	2	\$120.00	\$0.00	\$120.00
5097	SFSC Flower Fund	55	\$305.00	\$0.00	\$305.00
5108	MOFAC	2	\$7.50	\$0.00	\$7.50
5110	Highlands County Bar Association S' ship	1	\$20.00	\$0.00	\$20.00
5148	Norman L. Stephens Endowment	6	\$270.00	\$0.00	\$270.00
5158	TSIC Scholarships	10	\$86.52	\$0.00	\$86.52
<b>Grand Totals:</b>		<b>166</b>	<b>\$49,546.44</b>	<b>\$0.00</b>	<b>\$49,546.44</b>

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

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OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: MARCH 26, 2014

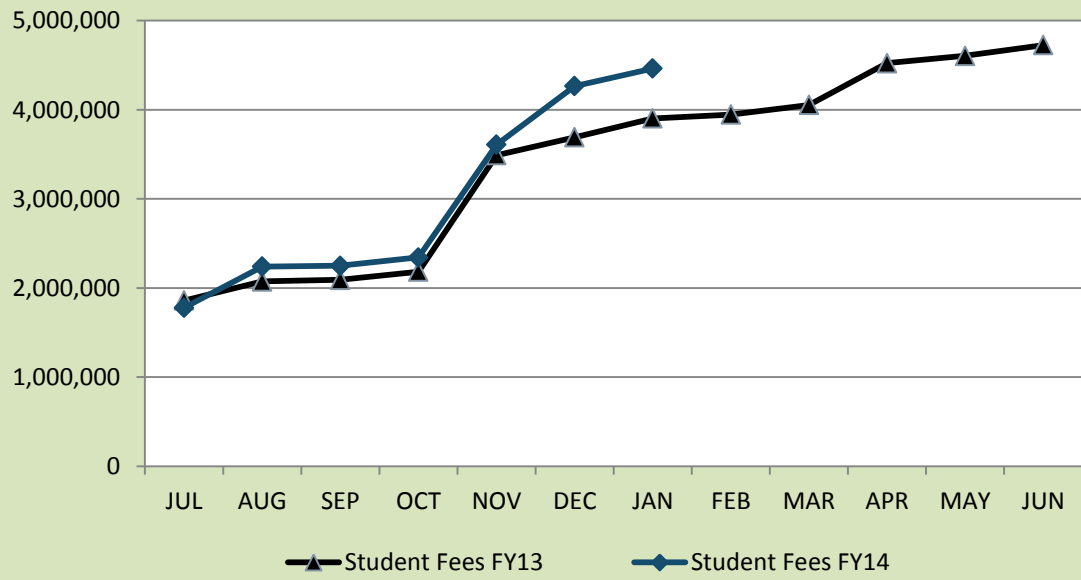
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

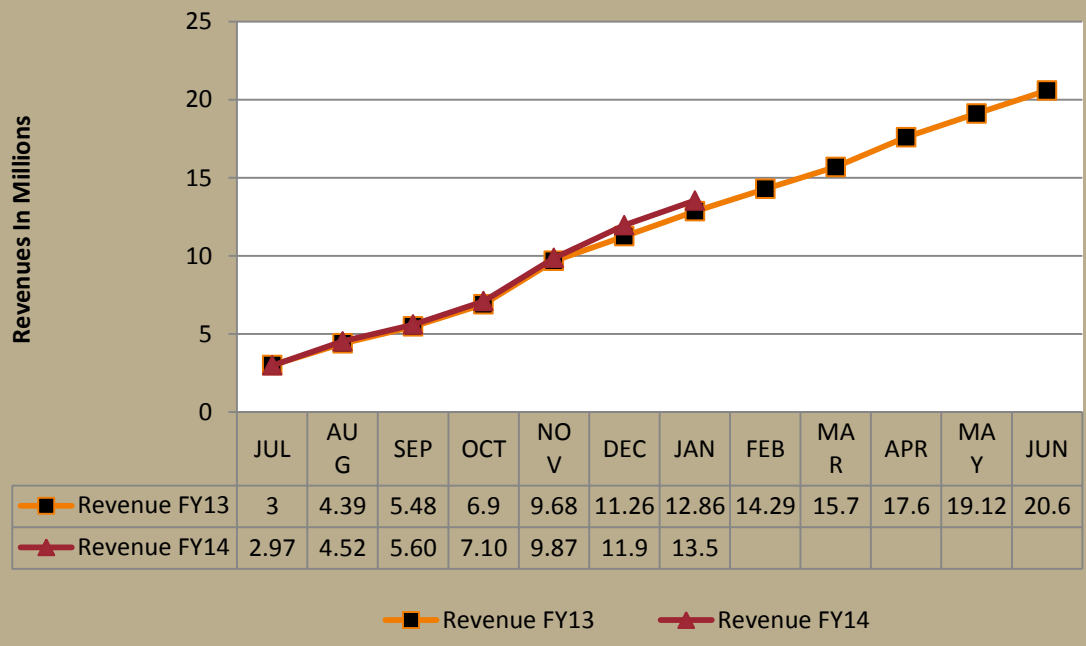
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the graphs and summary of revenues and expenditures of the College through December 2013.

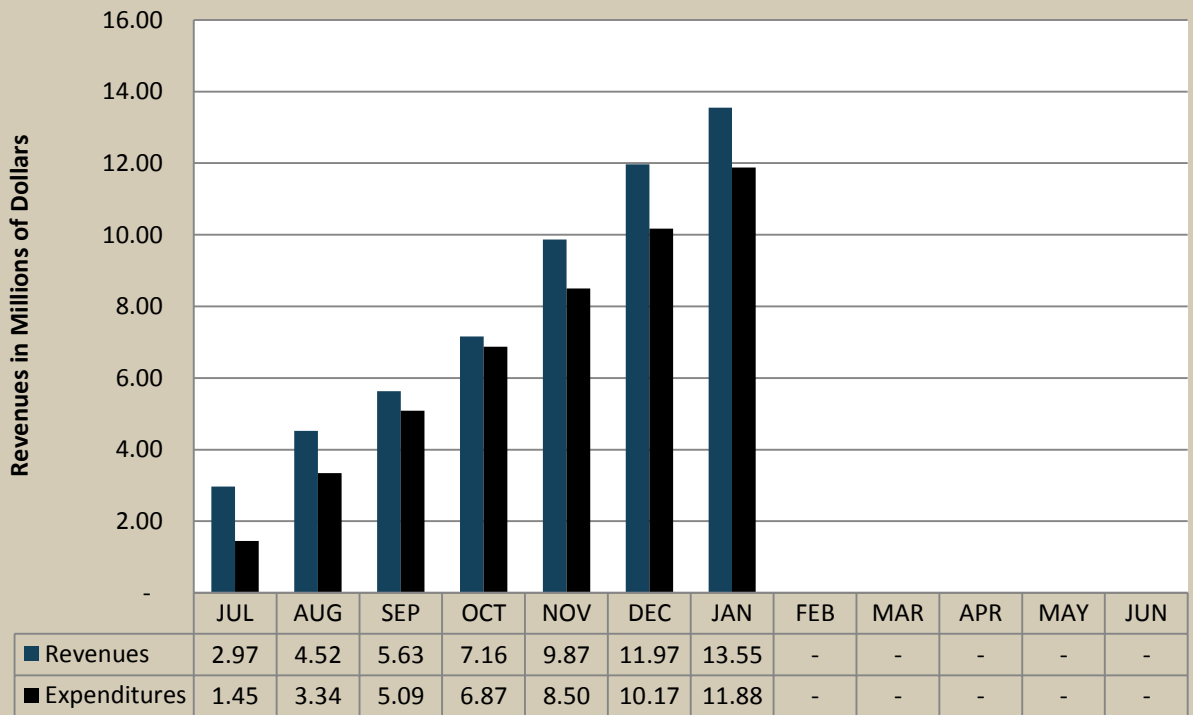
**South Florida State College  
Fund 1 Student Fee Revenue, FY 13 vs FY 14**



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



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



**South Florida State College**  
**Revenues and Expenditures**  
**For the Month Ended January 31, 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	Matriculation/Tuition Fees	\$ 4,349,382.00	\$ 3,824,540.31	\$ 524,841.69	87.93%
403XX	Non Resident Fees	76,714.00	82,136.13	(5,422.13)	107.07%
404XX	Laboratory Fees	426,200.00	326,300.84	99,899.16	76.56%
405XX	Application Fees	7,900.00	7,115.00	785.00	90.06%
406XX	Graduation Fees	15,590.00	8,701.00	6,889.00	55.81%
40700	Transcript Fee	9,000.00	5,255.00	3,745.00	58.39%
408XX	Technology Fees	191,300.00	168,178.78	23,121.22	87.91%
409XX	Other Student Fees	63,100.00	41,500.44	21,599.56	65.77%
41600	Grants and Contracts from Counties	31,004.00	22,004.00	9,000.00	70.97%
42110	FCSPF-General Revenue	12,805,796.00	7,473,882.00	5,331,914.00	58.36%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	2,930,825.00	1,302,588.00	1,628,237.00	44.44%
42900	Indirect Cost Recovered - State	1,000.00	-	1,000.00	0.00%
43900	Indirect Costs Recovered - Federal	90,000.00	34,280.71	55,719.29	38.09%
44100	Cash Contributions	15,075.00	15,017.00	58.00	99.62%
46400	Use of College Facilities	78,425.00	36,434.40	41,990.60	46.46%
466XX	Other Sales and Services	235,690.00	177,388.13	58,301.87	75.26%
48100	Interest and Dividends	6,500.00	3,116.06	3,383.94	47.94%
487XX	Fines and Penalties	4,250.00	2,518.22	1,731.78	59.25%
49XXX	Transfers and Other Revenue	168,750.00	18,362.30	150,387.70	10.88%
	<b>Total Revenue</b>	<b>\$ 21,508,651.00</b>	<b>\$ 13,549,318.32</b>	<b>\$ 7,959,332.68</b>	<b>62.99%</b>
51XXX	Management	\$ 1,820,478.50	\$ 1,079,089.28	\$ 741,389.22	59.28%
52XXX	Instruction	4,521,494.00	2,397,348.55	2,124,145.45	53.02%
53XXX	Other Professional	2,730,148.50	1,575,001.39	1,155,147.11	57.69%
54XXX	Career Staff	2,703,251.70	1,555,237.57	1,148,014.13	57.53%
56XXX	Other Personnel Services-Instructional	931,200.00	440,472.29	490,727.71	47.30%
57XXX	Other Professional-Tech	111,082.00	53,261.78	57,820.22	47.95%
58000	Student Employment -Inst Work Study	25,000.00	6,243.69	18,756.31	24.97%
58500	Employee Awards	4,500.00	4,267.00	233.00	94.82%
59XXX	Benefits	3,798,846.00	1,935,369.80	1,863,476.20	50.95%
	<b>Total Personnel</b>	<b>\$ 16,646,000.70</b>	<b>\$ 9,046,291.35</b>	<b>\$ 7,599,709.35</b>	<b>54.35%</b>
605XX	Travel	\$ 294,241.00	\$ 128,607.70	\$ 165,633.30	43.71%
61000	Freight and Postage	38,590.00	23,980.66	14,609.34	62.14%
61500	Telecommunications	125,000.00	28,907.22	96,092.78	23.13%
62000	Printing	70,510.00	19,908.13	50,601.87	28.23%
625XX	Repairs and Maintenance	924,492.00	662,435.04	262,056.96	71.65%
630XX	Rentals	192,556.00	97,435.30	95,120.70	50.60%
63500	Insurance	333,900.00	226,884.88	107,015.12	67.95%
640XX	Utilities	1,373,550.00	719,541.32	654,008.68	52.39%
645XX	Other Services	543,090.00	282,935.98	260,154.02	52.10%
64700	Grant Aid	4,000.00	1,946.00	2,054.00	48.65%
650XX	Professional Fees	155,200.00	50,874.04	104,325.96	32.78%
655XX	Education Office/Dept Material Supp	431,771.00	268,686.83	163,084.17	62.23%
657XX	Data Software - Non-Capitalized	28,075.00	35,592.29	(7,517.29)	126.78%
66000	Maint/Construction Material/Supp	279,465.00	133,632.76	145,832.24	47.82%
665XX	Other Materials and Supplies	110,431.00	42,476.91	67,954.09	38.46%
670XX	Subscriptions/Library Books	37,500.00	32,017.64	5,482.36	85.38%
67500	Purchases for Resale	57,405.00	27,509.23	29,895.77	47.92%
680XX	Scholarships	112,500.00	29,487.66	83,012.34	26.21%
69XXX	Transfers and Other Expenses	80,000.00	15,161.46	64,838.54	18.95%
	<b>Total Current Expenses</b>	<b>\$ 5,192,276.00</b>	<b>\$ 2,828,021.05</b>	<b>\$ 2,364,254.95</b>	<b>54.47%</b>
70600	Minor Equipment >1000<5000	\$ 20,000.00	\$ 7,579.03	\$ 12,420.97	37.90%
71000	Furniture and Equipment	8,504.00	-	8,504.00	0.00%
	<b>Total Capital Outlay</b>	<b>\$ 28,504.00</b>	<b>\$ 7,579.03</b>	<b>\$ 20,924.97</b>	<b>26.59%</b>