



**SFSC
District Board of Trustees
Regular Meeting
February 25, 2015**

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


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

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: FEBRUARY 25, 2015
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of February 25, 2015 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of February 25, 2015 as presented.


AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
FEBRUARY 25, 2015
6:00 P.M.

- 1.0 Call to Order and Preliminary Matters
 - 1.1 Adoption of Agenda
 - 1.2 Approval of Minutes
 - 1.2.1 Regular Meeting – January 28, 2015
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Training Agreement – SW Florida Workforce Development Board, Inc. (CareerSource Southwest)
 - 5.3 Grant Applications
 - 5.3.1 Migrant and Seasonal Farmworkers Program - \$277,575
 - 5.3.2 Advertising Funds – Cultural Programs - \$1,000
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Property Deletion & Disposal
 - 5.4.3 Donation of Computers to School Board of Highlands County
 - 5.4.4 Donation of Computers to Take Stock in Children Participants
- 6.0 Planning and Policy Issues
 - 6.1 Policy Development
 - 6.1.1 Policy 4.12 Bad Checks and Outstanding Debts
- 7.0 Academic and Student Matters
- 8.0 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: FEBRUARY 25, 2015
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: MINUTES – REGULAR MEETING – JANUARY 28, 2015

It is recommended that the minutes of the regular meeting held January 28, 2015 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:
Move to approve the minutes of the January 28, 2015 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JANUARY 28, 2015**

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

Absent:

Staff Present: Mr. Don Appelquist Dr. Kimberly Batty-Herbert Mr. Kevin Brown
Mrs. Tammy Bush Ms. Cindy Garren Mrs. Anita Kovacs
Mrs. Deborah Latter Mr. Glenn Little Dr. Mike McLeod
Dr. Leana Revell Mrs. Becky Sroda Dr. Chris van der Kaay
Mrs. June Weyrauch Dr. Deborah Fuschetti

Others Present: 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 Mrs. Puckorius, to adopt the agenda of the regular meeting held January 28, 2015 as recommended. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Planning Workshop Minutes

Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the minutes of the planning workshop held December 10, 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.**

1.2.2 Regular Meeting Minutes

Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held December 10, 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. Mrs. Puckorius asked that the December 17, 2015 Fall Commencement be added to the calendar. Dr. Leitzel distributed a copy of the GPS New Student Orientation Schedule for the Trustees review. Mr. Byran asked Mrs. Bush to send the schedule electronically to the Trustees.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

None

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 SACSCOC Substantive Change Visit

Dr. Leana Revell gave an update on the February 2-4, 2015 SACSCOC Substantive Change Visit and distributed a copy of the itinerary for the Trustees review.

4.2 SFSC 50th Anniversary Celebration

Mr. Don Appelquist and Ms. Jane Hancock gave a PowerPoint presentation regarding the events scheduled for the college's 50th Anniversary Celebration. The Trustees asked that the time of the events be sent to them as soon as possible.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, full-time professional staff; full-time career service staff; resignation; and retirements as presented. **(EXHIBIT "A")**

5.2 Agreement and Contracts

5.2.1 Approved entry into **new** collegiate high school agreements with DeSoto County School Board, Hardee County School Board, and Highlands County School Board as presented. **(EXHIBIT "B")**

5.2.2 Approved entry into a **new** affiliation agreement with Redlands Christian Migrant Association (RCMA) to allow dental students the opportunity to engage in a clinical practicum by providing dental care for clients of the Redlands Christian Migrant Association. **(EXHIBIT "C")**

5.2.3 Approved entry into a **new** affiliation agreement with Highlands Regional Medical Center (Sebring Hospital Management Associates, LLC) to allow biomedical technology students the opportunity to engage in a clinical practicum at Highlands Regional Medical Center. **(EXHIBIT "D")**

5.3 Grant Applications

5.3.1 Student Support Services

US Department of Education \$1,100,000 (\$220,000/year for 5 yrs.)

5.3.2 Retired & Senior Volunteer Program

Corporation for Nat'l and Community Service \$45,884

5.3.3 Florida Health Literacy Initiative

Florida Blue \$5,000

5.3.4 Quick Response Training Grant-Genpak, LLC

Career Source Florida \$28,481

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 December 2014. *(EXHIBIT "E")*

5.4.2 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of \$73,209.57. *(EXHIBIT "F")*

5.4.3 Customer Billing List

Approved the addition of Southwest Florida Workforce Development Board, Inc. to the college's customer billing list. *(EXHIBIT "G")*

5.4.4 Vehicle Donation

Accepted the donation of a 2008 Ford Crown Victoria and a 2009 Ford Crown Victoria as presented. *(EXHIBIT "H")*

Mrs. Cullens made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.4.4 as presented. Mr. Bryan disclosed his affiliation with CareerSource Heartland. 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

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

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

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 President's Annual Performance Review

Mr. Lambert reported that after reviewing Dr. Leitzel's evaluations submitted to Mrs. Pam Karlson, College Attorney, from the Trustees he felt that Dr. Leitzel had met and exceeded the performance indicators on which the evaluation was based.

Mr. Bryan made a motion, seconded by Mrs. Cullens, to extend a three year continuing contract for Dr. Leitzel through June 30, 2018. 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.**

Mr. Lambert asked Mrs. Karlson to assist in preparing the necessary documents. Dr. Leitzel thanked the Trustees and the SFSC team for their support.

9.0 REPORTS

9.1 Resource Development

Mr. Appelquist reported on a recently funded grant, donations, and pledges.

I. Grant Funded

Adult Education and Family Literacy

Adult General Education

Florida Department of Education \$6,074

II. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$186,852.46** from November 11, 2014 through January 13, 2015.

9.2 Financial Report

Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of November 2014 as information items. (**EXHIBIT "J"**)

9.3 President's Report

Dr. Leitzel reported on the following college activities:

1. Fermentation Still for Biofuels Programs
2. Thanked Mr. Don Appelquist and Ms. Jane Hancock for their work with the 50th Anniversary activities.
3. Announced the Governor's reappointment of Mrs. Cullens, Mr. Lambert, and Mrs. Rider.
4. Highlighted some college-wide events that took place in December, such as the Employee Holiday Luncheon (AFC scholarship dollars raised and President's Awards), addition of a Fall Commencement, and the birth of a new Vision Statement.
5. The new Vision Statement will be announced to all employees and discussed on February 13 during Professional Development Day.
6. Spring enrollment looks good, positive growth.
7. Gave a state funding update, economic outlook, and reviewed the Florida College System budget request.
8. Dr. Chris van der Kaay reviewed the Core Indicators of Effectiveness Measure #3: Graduation Rate.
9. Mr. Kevin Brown gave an update of the DeSoto County Workforce Study.
10. Mrs. Sroda announced that the college's Paramedic Program received national accreditation CAAHEP.
11. Announced that the college's new website went "live" today at 10:00. He thanked Mrs. Latter for her work with the project.
12. Reported on the progress of the Fire Science Building and Tower.
13. Reported on the college's participation at the Hardee County Balloon Festival to benefit the Hardee Education Foundation.
14. Gave an update on the repair work being done on the Tower of Enlightenment.
15. Reported on the *Men of Color* event held January 22 on the Highlands Campus with students from Avon Park High School and Principal Tealy Williams. He thanked Mr. Eddie Cuencas for his work on this project.
16. Announced that Friday is the opening season for baseball and softball.

9.4 Board Attorney's Report

Mrs. Karlson thanked the Trustees for returning the President's evaluations to her in a timely manner.

9.5 Board Members' Reports

Mr. Wight stated no report.

Mrs. Cullens thanked the Trustees for their support during her term as chair of the AFC Trustees Commission which ends June 30, 2015.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

Mrs. Puckorius stated that she liked the college flags that were placed outside Building F entrance this evening which will be used for 50th Anniversary events. She also liked the addition of the larger viewing screen that had been placed on the long wall in the Boardroom.

Mr. Backer stated no report.

Dr. Kirschner stated no report.

9.6 Board Chair Report

Mr. Lambert congratulated the college employees for receiving no comments on the recent Operational Audit report. He also stated that he is looking forward to the ACCT National Legislative Summit in Washington, DC on January 9-12, 2015. Mr. Lambert suggested holding a Legislative Day on the Highlands Campus inviting local Legislators.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:24 p.m.




OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: FEBRUARY 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REVIEW OF AGENDA MASTER CALENDAR

Information Item:

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

District Board of Trustees Agenda Master Calendar

FEBRUARY 2015	MARCH 2015	APRIL 2015
2-3 Trustees Legislative Conference 7 **Family Fun Day in DeSoto 9-12 ACCT Nat'l Legislative Summit Washington, DC 14 **Kickoff Celebration, Highlands Campus 19 **Lifelong Learners Presidents' Forum 25 Board Meeting, 6 PM Highlands Campus	7 **5K & 50mi Bike Ride 25 Board Meeting, 6 PM Highlands Campus	22 Board Meeting, 6 PM Highlands Campus (Student Activities Presentation) 25 SFSC Foundation Gala, 6 PM, Jacaranda Hotel
MAY 2015	JUNE 2015	JULY 2015
7 Spring Commencement 21 **Trustees/Retirees Luncheon 27 Budget Workshop, 4 PM Followed by Board Meeting, 6 PM, Highlands Campus	24 Board Meeting, 6PM Highlands Campus 26 **That '60s Show	22 Board Meeting, 6 PM Highlands Campus
AUGUST 2015	SEPTEMBER 2015	OCTOBER 2015
26 *Board Meeting, 6 PM Highlands Campus	19 **Hardee Campus Mud Run 23 *Board Meeting, 6 PM Highlands Campus	15 **Coming Home: MOFAC An exhibition of artwork by SFSC alumni 24 **Masquerade Ball 28 *Board Meeting, 6 PM Highlands Campus
NOVEMBER 2015	DECEMBER 2015	JANUARY 2016
**Lake Placid Center Sock Hop (Date to be determined)	9 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus 17 Fall Commencement	27 *Board Meeting, 6 PM Highlands Campus

*Tentative


** SFSC 50th Anniversary Events

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: FEBRUARY 25, 2015
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Adrienne Diaz	Administrative Assistant II, Academic Support	John Rousch	01/05/15
Ernesto Loresco, Jr.	Custodian	Renee LaDue	12/08/14
Colin Nicholas	Director, Student Support Services	Michael McLeod	01/05/15

3.0 *Public Comment*


4.0 *Presentations*

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: FEBRUARY 25, 2015
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: CONSENT AGENDA ACTION ITEMS

The following Consent Agenda is provided for your review. Any consent agenda item may be discussed or removed from the consent agenda at the request of any Board member. The actual agenda items with background information are provided in the related section of the Board Agenda. The following sections of the agenda are included in the Consent Agenda: Personnel Actions, Contracts/Agreements, Grant Applications and Operating Actions. Your consideration of the recommended action is appreciated.

SUGGESTED MOTION:
Move to approve the agenda items listed in the consent agenda.

	CONSENT AGENDA ACTION ITEMS	Page
5.1	Personnel Actions	20
5.2	Agreement and Contracts	
	5.2.1 Training Agreement – SW Florida Workforce Development Board, Inc.	22
5.3	Grant Applications	
	5.3.1 Migrant and Seasonal Farmworkers Program	23
	5.3.2 Advertising Funds-Cultural Programs	24
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	25
	5.4.2 Property Deletion & Disposal	27
	5.4.3 Donation of Computers to School Board of Highlands County	29
	5.4.4 Donation of Computers to Take Stock in Children Participants	30



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: FEBRUARY 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL *TL*

SUBJECT: PERSONNEL ACTIONS

It is recommended that the personnel items, as specified below, be approved:

I. APPOINTMENTS, FULL-TIME CAREER SERVICE STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Sheridan, James	Library Assistant II, Circulation	02/16/15

II. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jordan, Dean	Coordinator, Accounting	05/30/15
Hangley, Cliff	Director, Network Systems	06/30/15
Volpitta, Susan	Property Specialist	06/30/15

III. REAPPOINTMENTS, PRESIDENT'S IMMEDIATE STAFF, 2015-16:

Name
 Bush, Tamasine
 Garren, Cynthia
 Latter, Deborah
 Little, Glenn W.

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Early, Lauren	Basic Home Computers II	IV
Fritz, Robert A.	Music	I
Groves, Jennifer	ABE/GED/ESOL	II
Johansen, Paul	Political Science	II
MacNeill, Mark	Nursing	I
McGrath, Sheryl	Dental Hygiene	III

IV. ADJUNCT FACULTY, 2014-15, ACADEMIC YEAR AS NEEDED (cont.):

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Pridgeon, J.T.	Commercial Vehicle Driving - Refresher	IV
Yoder, Kay Ann	Adult Education	III

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: FEBRUARY 25, 2015
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING AGREEMENT – SOUTHWEST FLORIDA WORKFORCE
DEVELOPMENT BOARD, INC. (CAREERSOURCE SOUTHWEST)


Approval is requested to enter into a **new** training agreement between Southwest Florida Workforce Development Board, Inc. (CareerSource Southwest) and South Florida State College for the purpose of providing Corrections training to CareerSource clients. This will allow an option for CareerSource Southwest clients to attend our academy when other colleges in their area do not provide services or when clients live closer to our college. The contract will renew annually.

SUGGESTED MOTION:
Move to approve entry into a new training agreement with Southwest Florida Workforce Development Board, Inc. (CareerSource Southwest) as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: FEBRUARY 25, 2015
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: GRANT APPLICATION – MIGRANT AND SEASONAL FARMWORKERS PROGRAM

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


Title: Migrant and Seasonal Farmworkers Program
Source: Florida Department of Education
Farmworker Career Development Office
Amount: \$277,575
Purpose: This project will provide education and support services to eligible farmworkers and their families in an effort to strengthen their ability to achieve economic self-sufficiency.

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: FEBRUARY 25, 2015
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: GRANT APPLICATION – ADVERTISING FUNDS-CULTURAL PROGRAMS

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

Title: Advertising Funds – Cultural Programs
Source: Highlands County Tourist Development Council
Amount: \$1,000.00
Purpose: These funds will be used for advertising expenses related to the 2014-2015 cultural program season.

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: FEBRUARY 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL WARRANT SUMMARY

The law requires that warrants be approved and made available for review. Detailed information on all disbursements for January 2015 is summarized below and is available at any time in the College Business Office.

SUGGESTED MOTION:

Move to approve the monthly accounts payable/monthly payroll check register as presented.

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	443	434,454.74	215	1,201,217.03	687	258,779.60	1345	\$1,894,451.37
Dec	262	225,581.73	187	1,265,006.07	693	288,719.06	1142	\$1,779,306.86
Jan	261	384,764.04	214	1,055,059.85	473	263,785.59	948	\$1,703,609.48
Feb							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	3723	\$4,374,894.93	1599	\$7,854,002.70	3935	\$1,877,363.65	9257	\$14,106,261.28

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	31	38,182.69	466	952,158.52	497	\$990,341.21
Dec	33	45,531.07	468	904,113.12	501	\$949,644.19
Jan	35	42,952.88	436	825,707.34	471	\$868,660.22
Feb					0	\$0.00
March					0	\$0.00
April					0	\$0.00
May					0	\$0.00
June					0	\$0.00
Totals	211	\$277,988.37	3061	\$6,011,912.24	3272	\$6,289,900.61


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	1,345	1,894,451.37	\$10,623,344.94
December	1,061	1,351,062.70	\$ 10,631,702.04	1,142	1,779,306.86	\$12,402,651.80
January	1,097	958,716.83	\$ 11,590,418.87	948	1,703,609.48	\$14,106,261.28
February	2,417	3,208,315.55	\$ 14,798,734.42			
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		9,257	\$14,106,261.28	

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	497	990,341.21	\$4,471,596.20
December	486	928,786.26	\$5,237,048.99	501	949,644.19	\$5,421,240.39
January	478	878,818.67	\$6,115,867.66	471	868,660.22	\$6,289,900.61
February	461	872,710.43	\$6,988,578.09			
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		3272	\$6,289,900.61	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: FEBRUARY 25, 2015
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 **\$80,660.11** 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
Feb-15

Tag #	Date Purchased	Description	Cost	Condition Code
12238	1/4/2000	Uninterrupted Power Supply SU3000 RM Net (for Network)	\$ 1,525.81	Poor
13168	7/25/2002	1999 Golf Cart	\$ 1,900.00	Poor
13173	10/1/2002	Accord Bridge Polycom MGC-50 Global Communication Technologies	\$ 44,000.00	Poor
13309	12/11/2002	Tandberg 880 Video Conference W/Camera	\$ 9,499.68	Poor
13638	9/9/2003	Duplex Scanner	\$ 3,037.07	Poor
13682	1/12/2004	Fujitsu Scanner	\$ 3,048.87	Poor
13914	2/16/2005	Fujitsu Color Scanner	\$ 2,714.13	Poor
13766	4/7/2004	RCA 52" Widescreen HD Ready	\$ 1,317.49	Poor
13896	12/2/2004	PowerEdge 6600 Server	\$ 11,222.23	Poor
15131	10/23/2007	Dell Latitude D531 AMD Turion 64x2 Mobile	\$ 1,366.59	Poor
15630	8/11/2008	Laptop Lattitude D531 AMD Turion 64	\$ 1,028.24	Poor
TOTAL			\$ 80,660.11	



OFFICE OF THE PRESIDENT

Item 5.4.3

PRESENT TO BOARD: FEBRUARY 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DONATION OF COMPUTERS TO SCHOOL BOARD OF HIGHLANDS COUNTY

Approval is requested to donate 70 computers to the School Board of Highlands County. The computers are older, slower, and would otherwise be recycled.

SUGGESTED MOTION:

Move to approve the donation of 70 computers to the School Board of Highlands County as presented.



OFFICE OF THE PRESIDENT

Item 5.4.4

PRESENT TO BOARD: FEBRUARY 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DONATION OF COMPUTERS TO TAKE STOCK IN CHILDREN PARTICIPANTS

Approval is requested to donate 28 surplus laptop computers to Take Stock in Children participants. The laptops are older, slower, and would otherwise be recycled. Giving the laptops to the participants will extend their life and provide the Take Stock in Children participants a machine to perform word processing tasks to further their education.

SUGGESTED MOTION:

Move to approve the donation of 28 laptop computers to Take Stock in Children participants as presented.

6.0 Planning and Policy Issues



OFFICE OF THE PRESIDENT

Item 6.1.1

PRESENT TO BOARD: FEBRUARY 25, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: POLICY DEVELOPMENT: POLICY 4.12 BAD CHECKS AND OUTSTANDING DEBTS

While the President is charged with developing the College's administrative procedures for handling outstanding debts, Board policy should also require that procedures include provision for the write off of uncollectible accounts on a regular basis. Further, the Board policy should allow the President to develop procedures to restrict further services to debtors per statutory authority. Both of these considerations have been incorporated into the recommended changes to the policy and to provide authority for longstanding administrative procedures. Administrative Procedure 4020, Outstanding Debt, contains rules for handling outstanding debts, has provided for the annual write-off of uncollectible debts more than two years old, and restricts the provision of future services to debtors.

The removal of the references to bad checks from the policy title and the procedural descriptions of handling bad checks from the policy wording is being recommended so that bad checks are treated in the same manner as any other form of outstanding debt.

It is recommended that proposed DBOT Policy 4.12, Bad Checks and Outstanding Debts be offered for discussion purposes and brought back to the March meeting for your consideration.

SUGGESTED MOTION:

Move to table consideration of changes to Policy 4.12 Bad Checks and Outstanding Debts as presented.

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

POLICY NO. 4.12

TITLE: ~~BAD CHECKS AND~~ OUTSTANDING DEBTS

LEGAL AUTHORITY: FLORIDA STATUTES: 1001.64, 1001.65, 1010.03

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

The president may take such legal action or establish such procedures as are necessary to effect payment of ~~any check which has been given to the college in payment of a debt, any check cashed by the college when the check has been returned unpaid to the college a second time, or for~~ any outstanding debt to the college, including but not limited to Title IV repayments, fines, bad checks, contractual obligations, special fees, incorrect payment of salaries and/or reimbursement for loss of or damage to college property. The procedures should include provision to write off uncollectible accounts on a regular basis with any debts to be written off being presented for the District Board of Trustees approval. In addition, the president may adopt rules to restrict further services to the debtors.

HISTORY: Last ~~Reviewed 6/27/12~~ Revised: XX/XX/XX

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/1/04, 7/1/07, 7/22/09, 6/27/12

Revised: 10/24/01, XX/XX/XX

7.0 Academic and Student Matters


8.0 Purchasing and Other Action Items

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1


PRESENT TO BOARD: FEBRUARY 25, 2015
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: FACILITIES REPORT

College staff will give a progress report on the Fire Fighting/Fire Science facilities.



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: FEBRUARY 25, 2015
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 January 2015 meeting of the College District Board of Trustees. The included dates are January 14, 2014 through February 10, 2015. The total amount being reported is **\$205,442.95**.

South Florida State College Foundation, Inc
Gift Summary Report 1/14/15 - 2/10/15

Fund ID	Fund Description	Gift Count	Cash	Pledges	Other	Total
1000	Unrestricted	36	\$5,735.50	\$5,000.00	\$0.00	\$10,735.50
2000	Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$0.00	\$6.00
5011	SFSC General Scholarship	7	\$106.00	\$0.00	\$0.00	\$106.00
5012	Ben Hill Griffin Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
5014	Joe Johnston/Bette McDearman Memor	1	\$20.00	\$0.00	\$0.00	\$20.00
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5029	Zenon C.R. Hansen Memorial	1	\$6,000.00	\$0.00	\$0.00	\$6,000.00
5031	SFSC Community Fund	8	\$66.00	\$0.00	\$0.00	\$66.00
5032	SFSC Library Donations	3	\$35.00	\$0.00	\$0.00	\$35.00
5033	In-Kind Donations	2	\$0.00	\$0.00	\$12,500.00	\$12,500.00
5045	Athletic Booster Club	2	\$15.00	\$0.00	\$0.00	\$15.00
5057	Phi Theta Kappa	1	\$10.00	\$0.00	\$0.00	\$10.00
5095	Dental Programs	3	\$145.00	\$0.00	\$33.04	\$178.04
5099	DeSoto County Special S'ship Fund	1	\$500.00	\$0.00	\$0.00	\$500.00
5108	MOFAC	4	\$2,007.50	\$0.00	\$0.00	\$2,007.50
5110	Highlands County Bar AssocS'ship	1	\$20.00	\$0.00	\$0.00	\$20.00
5133	The SFSC Artists Group	2	\$1,000.00	\$0.00	\$0.00	\$1,000.00
5148	Norman L. Stephens Endowment	2	\$40.00	\$0.00	\$0.00	\$40.00
5158	TSIC Scholarships	10	\$76.52	\$0.00	\$138,096.89	\$138,173.41
6005	SFSC General Endowment Fund	4	\$1,580.00	\$0.00	\$0.00	\$1,580.00
6006	Alumni Association Fund	5	\$1,450.00	\$0.00	\$0.00	\$1,450.00
6007	Field House Project	2	\$30,000.00	\$0.00	\$0.00	\$30,000.00
		Grand Totals:	\$49,813.02	\$5,000.00	\$150,629.93	\$205,442.95
	98 Gift(s) listed					
	83 Donor(s) listed					




OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: FEBRUARY 25, 2015

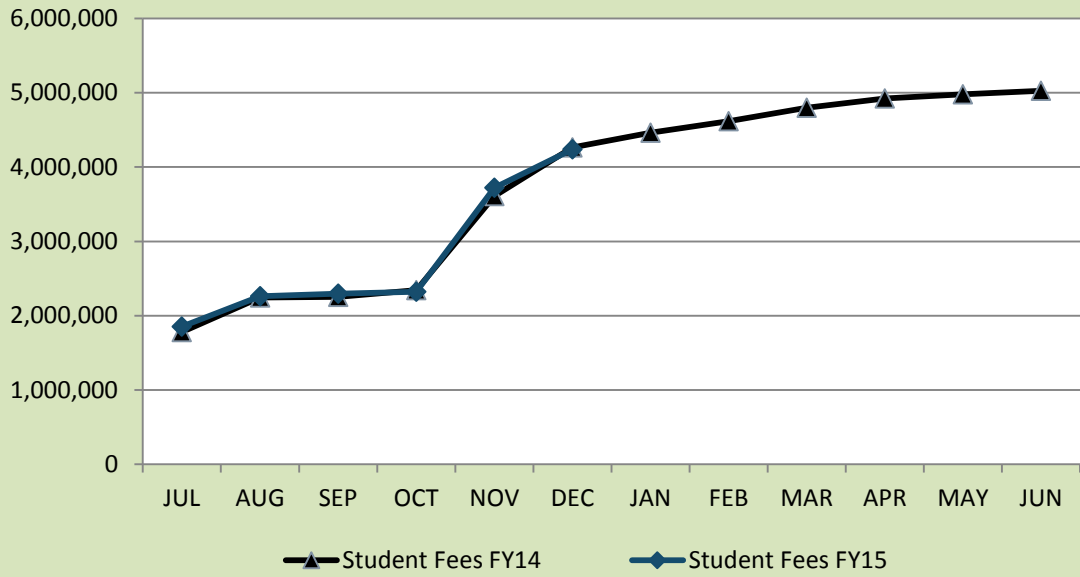
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

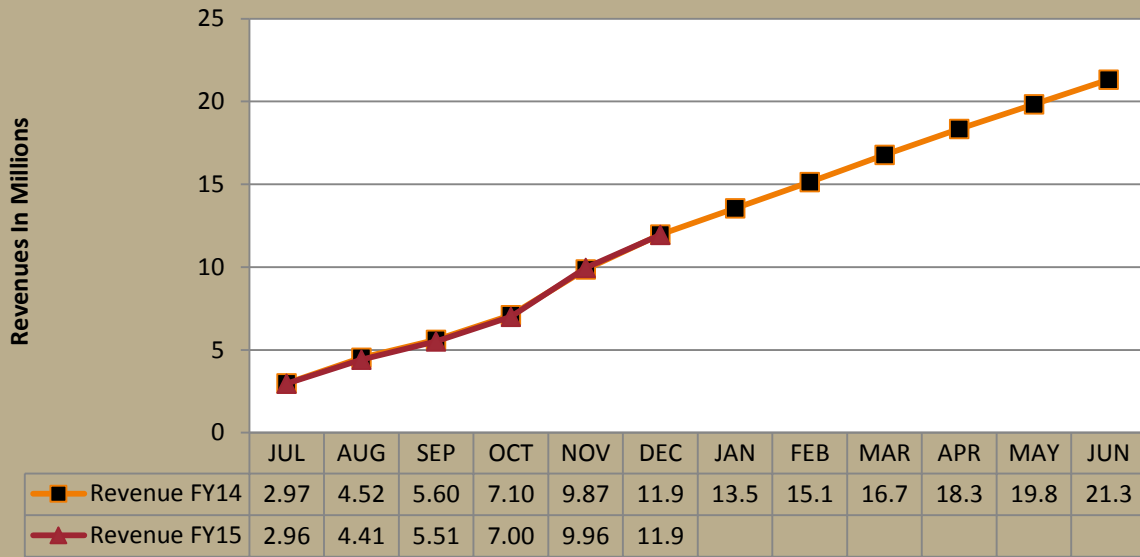
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the graphs and summary of revenue and expenditures of the College through December 2014.

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

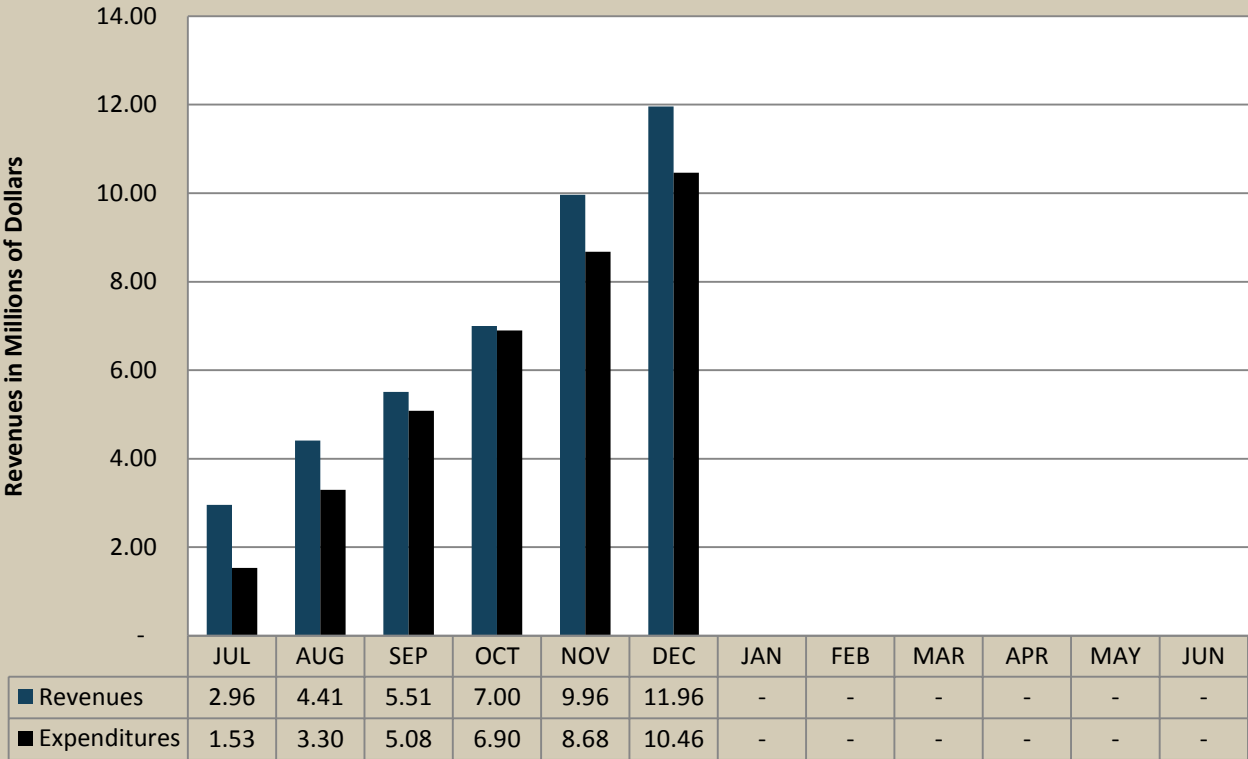


South Florida State College Fund 1 Total Revenue, FY 14 vs FY 15



■ 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 December 31, 2014

Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Tuition and Out of State Fees	\$ 4,652,531.00	\$ 3,701,251.58	\$ 951,279.42	79.55%
404XX	Lab Fees	488,200.00	302,971.37	185,228.63	62.06%
408XX	Technology Fees	209,000.00	166,579.02	42,420.98	79.70%
409XX	Other Student Fees	128,470.00	69,481.67	58,988.33	54.08%
41600	Grants and Contracts from Counties	31,004.00	4,500.00	26,504.00	14.51%
42110	FCSPF-General Revenue	12,303,849.00	6,151,893.00	6,151,956.00	50.00%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	3,575,283.00	1,191,762.00	2,383,521.00	33.33%
42900	Indirect Cost Recovered - State	1,000.00	-	1,000.00	0.00%
43900	Indirect Costs Recovered - Federal	100,000.00	63,785.15	36,214.85	63.79%
44100	Cash Contributions	14,185.00	12,674.10	1,510.90	89.35%
46400	Use of College Facilities	79,000.00	31,872.99	47,127.01	40.35%
466XX	Other Sales and Services	229,700.00	133,935.58	95,764.42	58.31%
48100	Interest and Dividends	7,500.00	3,254.71	4,245.29	43.40%
487XX	Fines and Penalties	4,250.00	1,801.20	2,448.80	42.38%
49XXX	Transfers and Other Revenue	332,052.00	119,674.63	212,377.37	36.04%
	Total Revenue	\$ 22,158,174.00	\$ 11,955,437.00	\$ 10,202,737.00	53.95%
51XXX	Management	\$ 1,829,572.40	\$ 925,686.17	\$ 903,886.23	50.60%
52XXX	Instruction	4,602,916.45	2,052,836.49	2,550,079.96	44.60%
53XXX	Other Professional	2,870,111.53	1,397,986.08	1,472,125.45	48.71%
54XXX	Career Staff	2,637,868.05	1,307,974.20	1,329,893.85	49.58%
56XXX	Other Personnel Services-Instructional	1,021,844.00	425,190.58	596,653.42	41.61%
57XXX	Other Professional-Tech/Clerical/Trade	114,990.00	42,677.12	72,312.88	37.11%
58000	Student Employment -Inst Work Study	25,000.00	8,223.47	16,776.53	32.89%
58500	Employees Awards	11,500.00	10,250.00	1,250.00	89.13%
58501	Non-Recurring	97,620.00	97,692.00	(72.00)	100.07%
59XXX	Benefits	4,060,892.00	1,769,459.03	2,291,432.97	43.57%
	Total Personnel	\$ 17,272,314.43	\$ 8,037,975.14	\$ 9,234,339.29	46.54%
605XX	Travel	\$ 324,090.00	\$ 115,133.96	\$ 208,956.04	35.53%
61000	Freight and Postage	34,625.00	21,736.50	12,888.50	62.78%
615XX	Telecommunications	76,000.00	16,443.32	59,556.68	21.64%
62000	Printing	82,075.00	18,931.65	63,143.35	23.07%
625XX	Repairs and Maintenance	967,707.00	563,465.74	404,241.26	58.23%
63000	Rentals	166,661.00	72,437.61	94,223.39	43.46%
635XX	Insurance	368,288.00	222,319.92	145,968.08	60.37%
640XX	Utilities	1,415,600.00	606,227.40	809,372.60	42.82%
645XX	Other Services	643,855.00	260,977.61	382,877.39	40.53%
64700	Grant Aid	4,280.00	1,812.50	2,467.50	42.35%
650XX	Professional Fees	182,435.00	36,909.95	145,525.05	20.23%
655XX	Education Office/Dept Material Supp	500,997.00	256,099.58	244,897.42	51.12%
657XX	Data Software-Non-Capitalized	41,713.00	21,370.11	20,342.89	51.23%
665XX	Other Materials and Supplies	399,685.00	116,662.12	283,022.88	29.19%
670XX	Subscriptions/Library Books	49,500.00	29,442.54	20,057.46	59.48%
680XX	Scholarships	99,005.00	41,705.79	57,299.21	42.12%
69XXX	Transfers and Other Expenses	80,980.00	10,061.44	70,918.56	12.42%
	Total Current Expenses	\$ 5,437,496.00	\$ 2,411,737.74	\$ 3,025,758.26	44.35%
706XX	Minor Equipment >1000<5000	\$ 29,032.00	\$ 11,701.50	\$ 17,330.50	40.31%
	Total Capital Outlay	\$ 29,032.00	\$ 11,701.50	\$ 17,330.50	40.31%