



**SFSC
District Board of Trustees
Regular Meeting
July 22, 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: JULY 22, 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 July 22, 2015 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of July 22, 2015 as presented.

AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
JULY 22, 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 Budget Workshop – June 24, 2015
 - 1.2.2 Regular Meeting – June 24, 2015
 - 1.3 Reorganization of the Board
 - 1.4 Adoption of the 2015-2016 Meeting Schedule and 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 Affiliation Agreement – Highlands County Sheriff's Office
 - 5.3 Grant Applications
 - 5.3.1 Community Access to Child Healthcare (CATCH) \$10,000
 - 5.3.2 *A Sense of Home: From Cultural Conflict to Coexistence in Florida's Heartland* - \$100,000
 - 5.3.3 "Spanish Colonial Foodways" - \$500.00
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Property Donation
 - 5.4.3 Property Removal
 - 5.4.4 Customer Billing List Addition
- 6.0 Planning and Policy Issues
 - None
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
 - 7.2 Fee Proposals
- 8.0 Other Action Items
 - None
- 9.0 Reports
 - 9.1 Grants Development and Federal Relations Report
 - 9.2 Financial Report
 - 9.3 Foundation 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: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – BUDGET WORKSHOP – JUNE 24, 2015

It is recommended that the minutes of the budget workshop held June 24, 2015 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the June 24, 2015 budget workshop as presented.

**BUDGET WORKSHOP MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 24, 2015**

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

Staff Present:

Mr. Don Appelquist	Mrs. Tammy Bush
Ms. Cindy Garren	Mrs. Susie Hale
Mrs. Anita Kovacs	Mrs. Deborah Latter
Mr. Glenn Little	Dr. Lindsay Lynch
Dr. Mike McLeod	Dr. Leana Revell
Mrs. Becky Sroda	Dr. Chris van der Kaay
Mrs. June Weyrauch	Dr. Tim Wise
Mr. Jerry Donna	Ms. Susan Volpitta
Mrs. Susie Johnson	Ms. Amy Dorsey
Mr. John Rousch	Ms. Robin Southwell
Mr. David Sostre	Dr. Robert Flores
Mrs. Wanita Bates	Ms. Lena Phelps
Mrs. Courtney Green	Mrs. Beth Andrews
Ms. Sandi Urmann	Dr. Dale McDaniel
Mr. Curtis Ivey	Dr. Deborah Fuschetti

Others in attendance:

CALL TO ORDER

The budget workshop of the District Board of Trustees was called to order at 4:04 p.m. on the Highlands Campus by Board Chair, Mr. Ken Lambert.

1. NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Jerry Donna	Director, Financial Aid	Tim Wise	06/22/15
Amy Dorsey	Administrative Assistant II, Academic Support	John Rousch	06/08/15
David Sostre	Grounds Maintenance	Steven Noel	04/13/15

2. EMPLOYEE RETIREMENT ACHKNOWLEDGEMENTS

Name	Title	Years of Service
Donald Appelquist	Dean, Resource Development/Executive Director, SFSC Foundation	44 years
Cliff Hanglely (not in attendance)	Director, Network Systems	18 years
Susie Johnson	Financial Aid Director	13 years
Dr. Ivan (Dale) McDaniel	Professor of English and Humanities	12 years
Dr. Leana Revell	Vice President of Educational and Student Services	11 years
Susan Volpitta	Property Specialist	26 years

3. 2014-2015 BUDGET PROPOSAL

- a. Dr. Leitzel began the workshop with a summary of the 2015-2016 Budget Proposal.
- b. Vice President Little addressed the Status Reports – Summary of Fee Rates and Revenues; and the Summary of Expenditures.
- c. Dr. van der Kaay explained the Planning Information – the Institutional Effectiveness Model, SFSC Assessment Budget and Planning Calendar, and the FTE Trend Information.
- d. Mrs. Kovacs discussed Student Fee Rates 2015-2016 and the Proposed Revenue Budget.
- e. Vice President Little presented the Personnel Budget for Fiscal Year 2015-2016. He also provided a copy of the proposed SFSC Salary Schedule 2015-16 for the Trustees review.
- f. Mrs. Kovacs reviewed the Current Expenditures and Capital Outlay Budget for Fiscal Year 2015-2016. She reported a projected fund balance for 6/30/15 of \$2,203,663 with a projected fund balance percentage of 9.00%. Mrs. Kovacs also reported a proposed projected fund balance for 6/30/16 of \$1,715,366 with a projected fund balance percentage of 7.00%.
- g. Vice President Little discussed the Capital Outlay Budget for Fiscal Year 7/1/15-6/30/16.
- h. Vice President Little presented the 2015-2016 Organizational Chart for the Trustees review.
- i. Vice President Little recommended Board action for the 2015-2016 Budget Proposal to take place during the regular Board meeting following the workshop.

4. COMMENTS

Dr. Leitzel commended Vice President Little, Mrs. Hale, and Mrs. Kovacs for their work on this year’s budget preparation, especially under unique constraints.

Mr. Lambert asked that the workshop adjourn and for a 20 minute dinner break before the start of the regular Board meeting.

There being no further discussion, the Budget Workshop adjourned at 6:00 p.m.



OFFICE OF THE PRESIDENT

Item 1.2.2

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – JUNE 24, 2015

It is recommended that the minutes of the regular meeting held June 24, 2015 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the June 24, 2015 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 24, 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

Staff Present: Mr. Don Appelquist Mrs. Tammy Bush Ms. Cindy Garren
Mrs. Susie Hale Mrs. Anita Kovacs Mrs. Deborah Latter
Mr. Glenn Little Dr. Lindsay Lynch Dr. Mike McLeod
Dr. Leana Revell Mrs. Becky Sroda Dr. Chris van der Kaay
Mrs. June Weyrauch Dr. Tim Wise Dr. Deborah Fuschetti
Mrs. Courtney Green

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 6:30 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 an amended agenda of the regular meeting held June 24, 2015 to include the following: the deletion of Agenda Item #5.3.1 and the addition of Agenda Item 8.2. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Lana Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held May 27, 2015. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Lana 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 requested a workshop be added to the August 26, 2015 meeting, beginning at 4:30 p.m. This will allow time for a tour of the Fire Science Building and Tower.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

The following new employees were introduced during the Budget workshop held prior to the meeting.

Employee	Position	Supervisor	Hired
Jerry Donna	Director, Financial Aid	Tim Wise	06/22/15
Amanda Dorsey	Administrative Assistant II, Academic Support	John Rousch	06/08/15
David Sostre	Grounds Maintenance	Steven Noel	04/13/15

2.2 Employee Retirement Acknowledgements

The following retirees were recognized during the Budget workshop held prior to the meeting.

Name	Title	Years of Service
Donald Appelquist	Dean, Resource Development/Executive Director, SFSC Foundation	44 years
Cliff Hangle (not in attendance)	Director, Network Systems	18 years
Susie Johnson	Financial Aid Director	13 years
Dr. Ivan (Dale) McDaniel	Professor of English and Humanities	12 years
Dr. Leana Revell	Vice President of Educational and Student Services	11 years
Susan Volpitta	Property Specialist	26 years

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to recognize the retirement of the employees listed above for their many years of service to South Florida State College. 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.

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, career services staff; resignations; adjunct faculty, 2014-15, academic year as needed; and adjunct faculty, 2015-16, academic year as needed. **(EXHIBIT "A")**

5.2 Agreement and Contracts

5.2.1 Approved the renewal of a training agreement with CareerSource Heartland as presented. **(EXHIBIT "B")**

5.2.2 Approved the renewal of a lease agreement with Tri-County Human Services, Inc. as presented. **(EXHIBIT "C")**

5.3 Grant Applications

5.3.1 Florida's Integrated Career and Academic Preparation System (FICAPS)

Florida Department of Education \$25,000

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 May 2015. **(EXHIBIT "D")**

Mrs. Cullens made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.4.1 as presented. Dr. Bryan stated that he is a member of the CareerSource Heartland Board. 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 the curriculum proposals. **(EXHIBIT "E")**

Mr. Wright 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 the fee proposals. **(EXHIBIT "F")**

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 SFSC 2015-2016 Budget Proposal

Dr. Leitzel presented a request to approve the Operating Budget for 2015-2016, including the student fee rates and salary schedule, as well as the 2015-2016 Capital Outlay Budget. Vice President Little asked that Dr. Leitzel also receive the non-recurring salary supplement for all eligible employees to be awarded in November, 2015, found under 3(l) of the Budget Recommendations included in the Budget Workshop Packet. **(EXHIBIT "G")**

Mr. Wright made a motion, seconded by Mrs. Rider, to approve the Operating Budget for 2015-2016, including the student fee rates and salary schedule, as well as the 2015-2016 Capital Outlay Budget as presented at the Budget 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.**

8.2 PRESIDENT'S EMPLOYMENT CONTRACT

DBOT Chair Lambert presented a recommendation to modify President Leitzel's employment contract by extending his contract from July 1, 2015 to June 30, 2018 and to add a provision for deferred compensation of \$20,000 per year to be paid by the College in equal installments commencing July 1, 2015 until/unless modified by the District Board of Trustees at a future date. **(EXHIBIT "H")**

Mrs. Cullens made a motion, seconded by Mr. Bryan, to approve the modifications recommended to President Leitzel's contract 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 Resource Development

I. Funded Grants

Mr. Appelquist reported that there were no funded grants this month.

II. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$86,679.10** from May 13, 2015 through June 9, 2015.

9.2 Financial Report

Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of April 2015 as information items. **(EXHIBIT "I")**

9.3 President's Report

Dr. Leitzel reported on the following college activities:

1. Thanked the retiring employees for their many years of dedicated service to the college.
2. Acknowledged the following events that had recently occurred: Take Stock in Children Mentor Appreciation and Senior Night Recognition Dinner took place June 2. There were 23 graduating high school students recognized. A Corrections Officer Graduation was held June 11; a Nursing Pinning was held June 19; and a Basic Law Enforcement Graduation was held June 23.
3. The City of Avon Park declared July 7, 2015 as South Florida State College 50th Anniversary Day. Mrs. Puckorius read the proclamation given to the college on June 22 during the Avon Park City Council meeting. **(EXHIBIT "J")**

4. Melanie Jackson, Director of eLearning, gave a presentation to Florida Virtual Campus council members. SFSC was selected as one of the top seven institutions in the Florida College System and State University System to present information on this exemplary practice in Professional Development of Online Faculty.
5. SACSCOC Board Action – SFSC’s substantive change evaluation was approved at the June 11 Board meeting according to a phone call Dr. Leitzel received from SACSCOC Vice President, Dr. John Hardt. Three Bachelor’s degree programs are now approved.
6. Shared information and photos regarding the retirement of Mr. Don Appelquist and Dr. Leana Revell. Both will retire from the college June 30, 2015.
7. Reminded everyone of the upcoming 50th Anniversary event – *That 60’s Show* on Friday, June 26 at 7:30 p.m. in the Theatre for the Performing Arts.
8. Again this year, as an energy-savings initiative, SFSC campuses will be closed on Friday’s beginning June 26 through July 31.

9.5 Board Attorney’s Report

Mrs. Karlson stated that she has been working with Dr. Leitzel and Vice President Little on a capital campaign agreement. She also stated that she will attend the National Association of College and University Attorneys’ conference in Washington, DC, June 27 & 28.

9.6 Board Members’ Reports

Mrs. Puckorius stated that she enjoyed Dr. Revell’s retirement dinner. Dr. Revell and Mr. Appelquist will be missed.

Mr. Backer thanked the administration and staff for their hard work on this year’s budget.

Dr. Kirschner congratulated Dr. Revell and Mr. Appelquist on their well-earned retirement and wished them the best of luck.

Mr. Wright stated that he was honored to have worked with Dr. Revell and Mr. Appelquist.

Mrs. Cullens stated that it was a privilege and honor to work with Dr. Revell and Mr. Appelquist. She also stated that she represented the college recently while attending a retirement event for Dr. Dennis Gallon. Mrs. Cullens wished everyone a Happy July 4th.

Mr. Bryan stated that Dr. Revell and Mr. Appelquist were wonderful role models and was glad to be a part of their celebration.

Mrs. Rider stated that she hopes Dr. Revell and Mr. Appelquist will enjoy their journey.

9.7 Board Chair Report

Mr. Lambert said to Dr. Revell and Mr. Appelquist, “As you go tonight, you take a piece of our hearts with you. You have made a great impact on this institution – thank you for the work you’ve done.” He also thanked administration and staff for their great work on this year’s budget.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 7:27 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REORGANIZATION OF THE BOARD

As stipulated in the State Board of Education Rules and SFSC District Board of Trustees Policy 2.02 (attached), each July the Board of Trustees holds an organization meeting in which Board officers are elected and the meeting schedule is adopted. The following items of business require your consideration:

1. Election of the Chair for 2015-2016
2. Election of the Vice Chair for 2015-2016
3. Election of the SFSC Foundation Liaison for 2015-2016

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

POLICY NO. 2.02

TITLE: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES

LEGAL AUTHORITY: FLORIDA CONSTITUTION
ARTICLE 1, SECTION 9 AND ARTICLE IV, SECTION 7
FLORIDA STATUTES: 1001.61-65, 112.313, 112.52
STATE BOARD OF EDUCATION RULE 6A-14.024

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

The South Florida State College (SFSC) District Board of Trustees is a body politic and corporate entity. The terms "District Board" or "Board" as used herein shall mean the SFCC District Board of Trustees, and its members.

The Board has been given the responsibility and authority to carry out all powers and perform all duties provided for in the Florida Statutes (FS) and the State Board of Education Rules but only when acting as a Board. No individual member or committee of the Board shall have the power to act on behalf of the Board, unless specifically and legally authorized to do so by action duly taken by the Board. In case of unusual circumstances, ad hoc committees of the Board will act on matters for which the committee is appointed, which action will be confirmed and approved at a regular Board meeting.

A. General:

The District Board shall consist of a certain number of members as required by appropriate governing law or rule.

The primary role of the Board is to establish policies that will allow the president to administer the college effectively and efficiently. The Board is the sole official policy making body of the college. The Board shall be responsible for determining which programs and services are needed to serve the educational needs of the district and for determining the effectiveness and efficiency of the programs and services in meeting those needs.

The president and administration are responsible for operating the college under those policies and programs and for advising the Board on such matters.

Members of the Board shall serve without compensation but shall be reimbursed for reasonable expenses incurred in connection with their service as members. Expenses of the members shall be reimbursed in accordance with policies and procedures established by the college.

To continually improve their knowledge of community colleges, Board members should commit themselves to attend conferences, seminars, and meetings that pertain to their responsibilities, duties, and powers.

Board members should maintain the highest levels of integrity in the performance of their duties. Accordingly, all members of the Board shall avoid any conflict of interest or appearance of impropriety. Any member who has direct or indirect interest in any matter presented to the District Board shall notify the chair of the Board of that potential conflict and shall not participate in any discussion, decision, vote, or proceedings of the District Board in connection with that matter.

The members of the Board shall be covered under the college's indemnity insurance policies, to indemnify and protect the Trustees when damages are sought for alleged negligent or wrongful acts while acting in their capacity as members of the Board.

B. Meetings:

Regular meetings: Regular meetings of the Board shall be held in accordance with a schedule determined by the Board at its annual organizational meeting or as necessary to exercise their power and perform their duties. Notice of each regular meeting will be published in accordance with Florida Statutes.

Organizational meetings: The Board shall organize itself at the beginning of each fiscal year to select a chair, a vice chair, and other officers as deemed necessary, and to establish the dates, times, and location for its regular meetings.

Special or emergency meetings: Special or emergency meetings of the District Board may be called by the chair or by a majority of the members of the Board. Notice of special or emergency meetings will be made in accordance with Florida Statutes. No business shall be conducted or transacted in special or emergency meetings other than that which pertains to the purpose of the special or emergency meetings as set forth in the notice.

Conduct of District Board meetings: Except as may be otherwise provided by Board policy, the conduct of the meetings shall be governed by *Roberts Rules of Order*.

A majority of the voting members of the Board shall constitute a quorum. The voting method shall be determined at the discretion of the Board chair.

Except in an emergency as determined by the chair, the Board takes official action only on items which appear on the regular agenda. The agenda may be modified by a majority of the Board members present. The agenda may include a consent agenda with a variety of issues designed for one Board motion and vote. Upon request of any Board member, any issue may be removed from the consent agenda.

An individual or group may present an item for consideration by submitting the item in writing to the President's Office before noon, 14 days prior to a Board meeting, or at a time designated by the president. The Board chair may choose to recognize individuals or groups for public comment at such times designated on the approved agenda.

The District Board approves, disapproves, tables, or refers specific recommendations of the District Board to the president.

Complete and accurate minutes of each meeting shall be maintained in an official book to be located in the President's Office.

C. Election of Board officers:

The Board officers elected by and from the Board of Trustees shall be a chairperson, a vice chairperson, and such other Board officers as may be determined by the Board. The Board officers shall be elected annually during the annual organizational meeting, or whenever a vacancy occurs, and at such other times as decided by the Board. Each Board officer shall hold office until the next annual organizational meeting or until a successor has been elected.

Unless otherwise determined by the Board, the vice chairperson will assume the office of the chairperson whenever the term of the chairperson ends or a vacancy occurs, but only if the current vice chairperson is willing and able to assume the office of chairperson. Unless otherwise decided by the Board, a new vice chairperson will then be elected. To allow each Board member an opportunity to serve as a Board officer, it shall be the practice to elect a vice chairperson who has been a member of the Board for the longest period of time without serving as a chairperson.

Any officer of the Board of Trustees may be removed from office by a majority vote of the Board members present during any regular meeting in which a quorum is present, or during a special meeting called for that purpose in which a quorum is present.

D. Legal services to the Board:

The Board may appoint an attorney who is not a member of the Board to serve at the pleasure of the Board. The attorney shall render legal opinions, represent the Board in legal proceedings, review and prepare legal documents, and attend meetings of the Board. The attorney shall call the Board's attention to any action or proposed action which is contrary to federal, state, or local laws, or to the policies of the college, or to contracts between the college and any persons, association, corporation, or governmental entity.

E. Appointment, suspension, and removal of Board members:

Members of the District Board of Trustees of SFSC are appointed by the Governor of Florida and confirmed by the Senate in regular session FS 1001.61 (2). The suspension and removal of a member of the District Board of Trustees of a Florida community college is governed by the procedures set forth in Article IV, Section 7 of the Florida Constitution and Title X, Chapter 112, Section 52, and Title XLVIII, Section 1001.61 (4) of the FS. Causes for suspension or removal are outlined in these provisions and due process is afforded the affected trustees as defined in the Florida Constitution Article I, Section 9.

HISTORY: Last Reviewed 6/27/12

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

Reviewed: 7/01/04/ 7/01/07, 6/27/12

Revised: 8/20/87, 11/28/01, 12/10/08, 4/28/10



OFFICE OF THE PRESIDENT

Item 1.4

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MEETING SCHEDULE AND REVIEW OF AGENDA MASTER CALENDAR

Action Item:

The schedule of meetings for the 2015-2016 academic year located on the following page is recommended for your consideration.

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 page 19 and identify any additional items that should be listed, or any changes that might be necessary.

SUGGESTED MOTION:

Move to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2015-2016 academic year as presented.

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

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NOTICE OF MEETING DATES (PROPOSED)
SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES

The regular monthly meetings, planning workshop, and budget workshop of the South Florida State College District Board of Trustees will be held, with the general public invited, as listed below:

Wednesday, August 26, 2015	Board Meeting – 4:30 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, September 30, 2015	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, October 28, 2015	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, December 9, 2015	Planning Workshop – 4:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, December 9, 2015	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, January 27, 2016	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, February 24, 2016	Board Meeting – 5:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, March 23, 2016	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, April 27, 2016	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, May 25, 2016	Budget Workshop – 4:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, May 25, 2016	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, June 22, 2016	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, July 27, 2016	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL

General Subject Matter to Be Considered: Items of interest to the District Board of Trustees, including but not limited to, personnel matters, policy matters, business affairs, academic and student affairs, curriculum, grants, agreements, purchasing/construction, fee changes, monthly financial report, and other routine business. A copy of the Agenda may be obtained by contacting the President’s office at (863) 784-7110.

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE DISTRICT BOARD OF TRUSTEES WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, THAT PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

District Board of Trustees Agenda Master Calendar

JULY 2015	AUGUST 2015	SEPTEMBER 2015
<p>16 Radiography Pinning, 6PM University Center</p> <p>22 Dental Pinning, 5PM University Center</p> <p>22 Board Meeting, 6 PM Highlands Campus</p> <p>28 Paramedic Graduation 6:30 PM, University Center</p> <p>30 Practical Nursing Pinning 6 PM, Theatre for the Performing Arts</p>	<p>17 Convocation</p> <p>26 Tour of Fire Science Building and Tower, 4:30 P.M. followed by Board Meeting, 6:00 PM Highlands Campus</p>	<p>19 **Hardee Campus Mud Run, 9:00 AM</p> <p>30 Board Meeting, 6 PM Highlands Campus</p>
OCTOBER 2015	NOVEMBER 2015	DECEMBER 2015
<p>14-17 ACCT Leadership Congress San Diego, CA</p> <p>15 **Coming Home: MOFAC An exhibition of artwork by SFSC alumni</p> <p>28 Board Meeting, 6 PM Highlands Campus</p>	<p>7 **Lake Placid Center Sock Hop, 7-10 PM</p> <p>11-13 66th AFC Annual Meeting and Conference, Orlando</p>	<p>9 Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p> <p>17 Fall Commencement</p>
JANUARY 2016	FEBRUARY 2016	MARCH 2016
<p>27 Board Meeting, 6 PM Highlands Campus</p>	<p>8-11 ACCT Nat'l Legislative Summit, Washington, DC</p> <p>24 Board Meeting, 5 PM Highlands Campus</p> <p>24 Artist Series Performance, 7 PM, <i>Saturday Night Fever</i></p>	<p>23 Board Meeting, 6 PM Highlands Campus</p>
APRIL 2016	MAY 2016	JUNE 2016
<p>27 Board Meeting, 6 PM Highlands Campus (Student Activities Presentation)</p>	<p>5 Spring Commencement</p> <p>25 Budget Workshop, 4 PM followed by Board Meeting 6 PM Highlands Campus</p>	<p>22 Board Meeting, 6 PM Highlands Campus</p>

**** SFSC 50th Anniversary Events**

2.0 *Communications, Introductions, and Recognitions*




OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Jamie Bateman	Executive Director, Institutional Advancement	Tom Leitzel	07/01/15
Sidney Valentine	Vice President, Academic Affairs and Student Services	Tom Leitzel	07/06/15

3.0 *Public Comment*

4.0 Presentations

5.0 Consent Agenda Action Items




OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: JULY 22, 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	28
5.2	Agreement and Contracts	
	5.2.1 Affiliation Agreement – Highlands County Sheriff’s Office	29
5.3	Grant Applications	
	5.3.1 Community Access to Child Healthcare (CATCH) \$10,000	30
	5.3.2 A Sense of Home: <i>From Cultural Conflict to Coexistence in Florida’s Heartland</i> - \$100,000	31
	5.3.3 “Spanish Colonial Foodways” - \$500.00	32
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	32
	5.4.2 Property Donation	34
	5.4.3 Property Removal	36
	5.4.4 Customer Billing List Addition	37



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL *[Signature]*

SUBJECT: PERSONNEL ACTIONS

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

I. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lott, Andrea	Coordinator, Residence Life and Title IX	07/06/15
Hart, Amy	Director, Testing and Assessment	07/20/15

II. APPOINTMENTS, FULL-TIME CAREER SERVICES:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lawton, Vivian	Custodian	07/01/15

III. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Bailes, Jessica	Instructor, Nursing	07/31/15
Cox, Stephanie	Admissions and Records Data Specialist	07/31/15
Wright, Deena	TSIC College Success Coach	07/31/15
Dos Santos, Kimberley	Lead Instructor, Elementary Education	08/07/15

VI. ADJUNCT FACULTY, 2015-16, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Ayala, Linda	ABE/GED/ESOL	III
Narciza, Brian	ABE/GED/ESOL	III
Thompson, Scott	CDL Tester	IV

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – HIGHLANDS COUNTY SHERIFF’S OFFICE

Approval is requested to enter into a **new** affiliation agreement between the Highlands County Sheriff’s Office and South Florida State College for the purpose of providing our first agreement exclusively for the new Bachelor Science of Nursing (BSN) program. This agreement will be of special interest to those specializing in the Community Nursing Track. The contract renews annually.

SUGGESTED MOTION:
Move to approve entry into a new affiliation agreement with the Highlands County Sheriff’s Office as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – COMMUNITY ACCESS TO CHILD HEALTHCARE
(CATCH)

Title: **Community Access to Child Healthcare (CATCH)**
Source: American Association of Pediatricians
Amount: \$10,000.00
Description: Funds are being requested from AAP for nursing and dental students to develop a series of videos on prenatal and neonatal healthcare choices. This project will engage SFSC health science students in a student-to-student instructional experience. Focus areas include prenatal nutrition, fluoride education, breastfeeding versus bottle-feeding, and the connection between maxillofacial development through breastfeeding and early language development. Requested funds will be used for materials, supplies, local student travel, and personnel time to create the videos.

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: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – A SENSE OF HOME: *From Cultural Conflict to Coexistence in Florida’s Heartland*

Title: **A Sense of Home: From Cultural Conflict to Coexistence in Florida’s Heartland**

Source: National Endowment for the Humanities
Humanities Initiatives in Community Colleges

Amount: \$100,000.00

Description: Funds are being requested from the National Endowment for the Humanities to launch a transdisciplinary Humanities initiative focused on central Florida’s cultural mosaic. Project activities will involve updating curricula, bridging K-12 and college Humanities course content, sponsoring seminars, and hosting public symposia. Humanities scholarship will be focused on thematic units in literature and art from Florida’s pre-contact and contact periods; the last Spanish period (Seminoles, Slavery, and Statehood); the Reconstruction Era; Zora Neale Hurston and the Progressive Era; and post-World War II. Funds will be used for personnel time, travel, honoraria, instructional design, materials, and supplies.

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: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – “SPANISH COLONIAL FOODWAYS”

Title:	“Spanish Colonial Foodways”
Funding Agency:	Florida Humanities Council
Amount:	\$500.00
Description:	Funds are being requested from the Florida Humanities Council to present a Spanish Colonial Foodways program February 18, 2016 as part of the 2016 MOFAC 3 rd Thursday’s events.

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: JULY 22, 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 June 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	1555	1,982,343.99	245	1,037,272.36	544	290,939.63	2344	\$3,310,555.98
March	401	324,108.63	197	1,305,599.78	726	301,639.47	1324	\$1,931,347.88
April	300	219,229.84	257	833,450.03	555	198,337.36	1112	\$1,251,017.23
May	223	223,051.98	154	904,650.96	672	306,509.95	1049	\$1,434,212.89
June	672	712,142.90	205	822,889.71	594	322,976.61	1471	\$1,858,009.22
Totals	6874	\$7,835,772.27	2657	\$12,757,865.54	7026	\$3,297,766.67	16557	\$23,891,404.48

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	24	29,682.73	450	847,708.04	474	\$877,390.77
March	28	33,834.40	456	851,056.89	484	\$884,891.29
April	20	31,780.67	448	874,856.09	468	\$906,636.76
May	30	38,155.85	471	890,764.53	501	\$928,920.38
June	29	57,374.61	422	847,078.94	451	\$904,453.55
Totals	342	\$468,816.63	5308	\$10,323,376.73	5650	\$10,792,193.36

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	2,344	3,310,555.98	\$17,416,817.26
March	1,129	1,826,916.56	\$ 16,625,650.98	1,324	1,931,347.88	\$19,348,165.14
April	1,237	1,405,293.99	\$ 18,030,944.97	1,112	1,251,017.23	\$20,599,182.37
May	1,136	1,574,650.14	\$ 19,605,595.11	1,049	1,434,212.89	\$22,033,395.26
June	1,504	1,693,417.07	\$ 21,299,012.18	1,471	1,858,009.22	\$23,891,404.48
Totals	16,676	\$21,299,012.18		16,557	\$23,891,404.48	

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	474	877,390.77	\$7,167,291.38
March	485	884,218.76	\$7,872,796.85	484	884,891.29	\$8,052,182.67
April	476	916,405.06	\$8,789,201.91	468	906,636.76	\$8,958,819.43
May	484	925,299.99	\$9,714,501.90	501	928,920.38	\$9,887,739.81
June	424	883,562.17	\$10,598,064.07	451	904,453.55	\$10,792,193.36
Totals	5584	\$10,598,064.07		5650	\$10,792,193.36	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PROPERTY DONATION – RIDGE AREA ARC

Approval is requested to donate the items on the attached inventory list to Ridge Area ARC. These items are currently at the ARC and were used as part of Adults with Disabilities program. The items have minor monetary value in comparison to the benefits the ARC will receive from them and the College does not have a need for them.

SUGGESTED MOTION:

Move to approve the donation of the listed inventory items to Ridge Area ARC as presented.

ITEMS	SFSC #	EST. VALUE
Dell Computer	SFCC #14262	Less than \$500
Dell Computer	SFCC #16482	Less than \$500
Leather Chair	No number	Less than \$500
DeWitt Floor Scrubber	SFCC #1969	Less than \$500
Minuteman Floor Buffer, High Speed Burnisher / Model #M23150-	SFCC #9058	Less than \$500
Sensor Vacuum in ABE	SFCC #11548	Less than \$500
Sensor Vacuum in RI maintenance	SFCC #11549	Less than \$500
Sensor Vacuum	SFCC #10401	Less than \$500
Sanitaire Heavy Duty Commercial Upright	SFCC #2012	Less than \$500
Hoover Porta Power	No number	Less than \$500
Vacuum (large metal canister)	SFCC# 08408	Not working
Hand Vacuum	No number	Less than \$500
Sears Bench Grinder	No number	Less than \$500
Sprak Pressure Washer, Serial # 945251 Model # HC-300 CAT Pumps Mod	SFCC #08873	Less than \$750
(5) New Rubbermaid dust pans	No number	Less than \$100
(3) Metal Push Brooms	No number	Less than \$100
(3) Ladders	No number	Less than \$500
Nursery Stock, plants, and trees. Estimate by Carlos Rodriguez on 7/1/15	No number	\$8,350
Case tractor and Rhino brand brush hog attachment. According to dealer estimates on 6/29/15, the Rhino attachment has the value of less than \$500.	SFCC #3897	Tractor is so old, the next repair would exceed the value of the tractor since repair parts are not available.



OFFICE OF THE PRESIDENT

Item 5.4.3

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PROPERTY REMOVAL

Approval is requested to remove Luminis software from the Data Software asset category. The original cost was \$155,549.38 and it now has a book value of \$59,627.25. The software is no longer being used.

SUGGESTED MOTION:

Move to approve the removal of Luminis software as presented.



OFFICE OF THE PRESIDENT

Item 5.4.4

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CUSTOMER BILLING LIST - SOUTHERN GARDEN GROVES CORPORATION

Approval is requested to **add** Southern Garden Groves Corporation to the college's list of approved customers for billing purposes. South Florida State College will receive tuition for Certified Crop Advisor Certification Seminars.

SUGGESTED MOTION:

Move to approve the addition of Southern Garden Groves Corporation to the college's list of approved customers for billing purposes as presented.

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

PROGRAM REVISIONS

Modify the dental hygiene program by removing the competency basic computer skills requirement; computer competency is covered within the dental hygiene curriculum, effective Fall 2015 (201610). No program length change.

• **Dental Hygiene - AS #1640**

Revise the phlebotomy program by removing TABE scores as an application requirement; scores are no longer required for program entry. Also, provide an alternative pathway for students who have already completed equivalent course work from other health science programs to acquire the phlebotomy certificate; effective Fall 2015 (201610). No program length change.

• **Phlebotomy - OC #3550**

MLT	0043C	Basic Concepts of Phlebotomy	82
HSC	0405C	CPR for Healthcare Providers	8
HCP	0940	Phlebotomy Practicum	<u>75</u>
			165

Alternative Path:

HSC	0003C	Introduction to Healthcare	90
MEA	0521C	Phlebotomist	<u>75</u>
			165

SUGGESTED MOTION:
Move to approve the curriculum proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FEE PROPOSAL

Consideration of the following fee proposal is requested:

New Fees – Cost of materials used by Phlebotomy students.

Course Prefix#	Course Title	New Fee	Proposed Fee	Effective Term
MEA 0521C	Phlebotomist	\$100.00	New	Fall 2015

SUGGESTED MOTION:
Move to approve the fee proposal as presented.

8.0 *Purchasing and Other Action Items*

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT AND FEDERAL RELATIONS REPORT

I. Funded Grant Proposals

Title: **Pro Bono Dental Services**
Source: Highlands County Hospital District
Amount: \$15,000.00
Description: The Highlands County Hospital District has granted the SFSC Dental Education Program with funding to provide free treatment, preventive services, and dental education to the citizens of Highlands County who might not otherwise receive any dental care. Special attention will be given to providing dental hygiene services and educational programs to the children of Highlands County.

Title: **SFSC Bioenergy Education Program**
Source: National Science Foundation
Amount: \$375,000.00
Description: SFSC has received an approval to extend the current NSF Advanced Technology Education grant into a fourth funding year. During this extension, project staff will transition the curriculum to an online format and host a national bioenergy conference.

II. Declined Grant Proposals

None

III. Federal Legislative Report

Brief presentation on the status of the federal budget and expected FY16 funding opportunities.

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

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



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: JULY 22, 2015

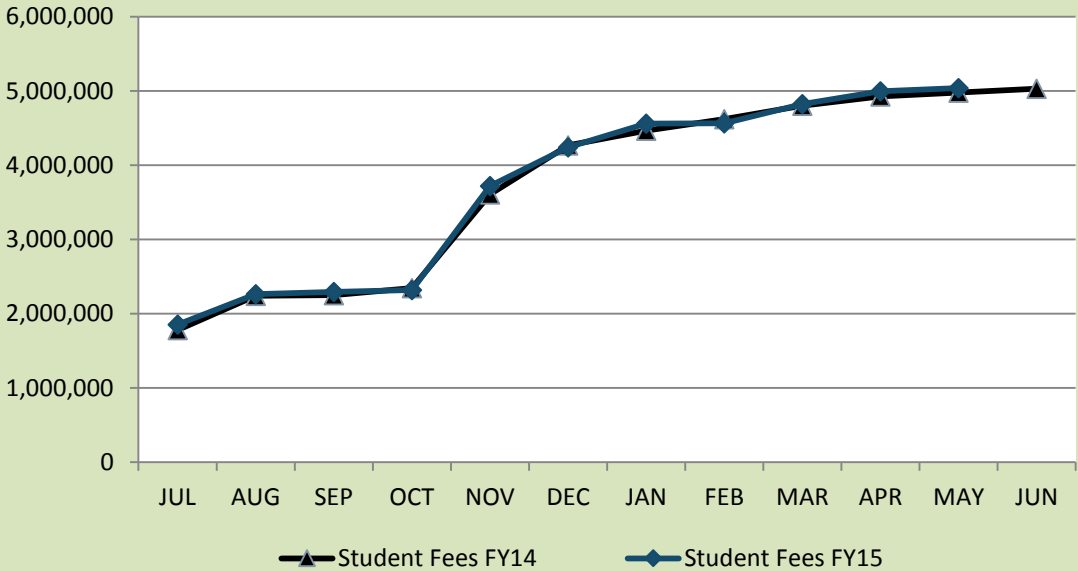
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

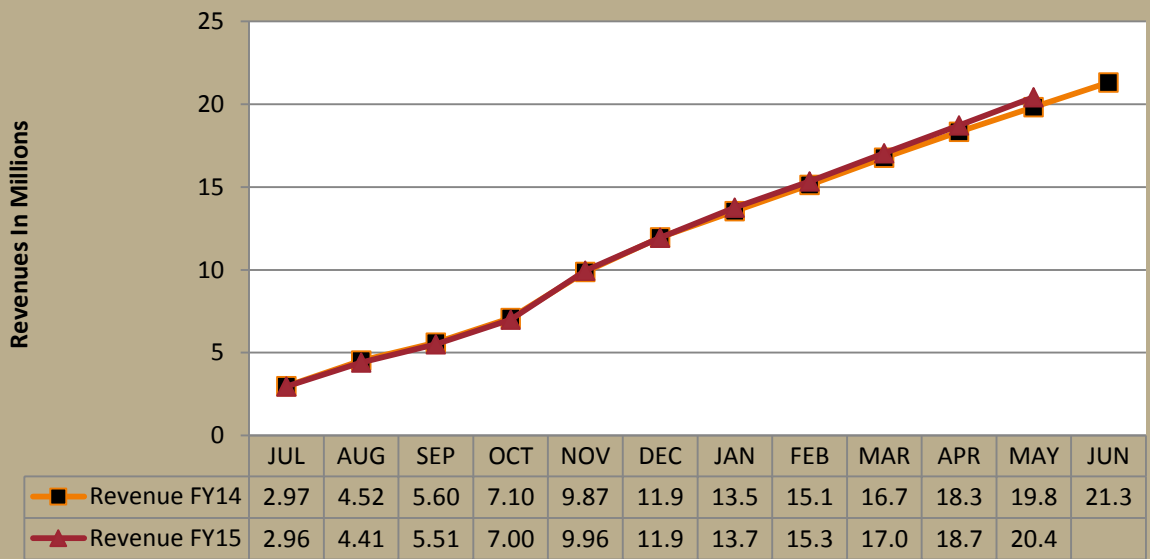
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the graphs and summary of revenue and expenditures of the College through May 2015.

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

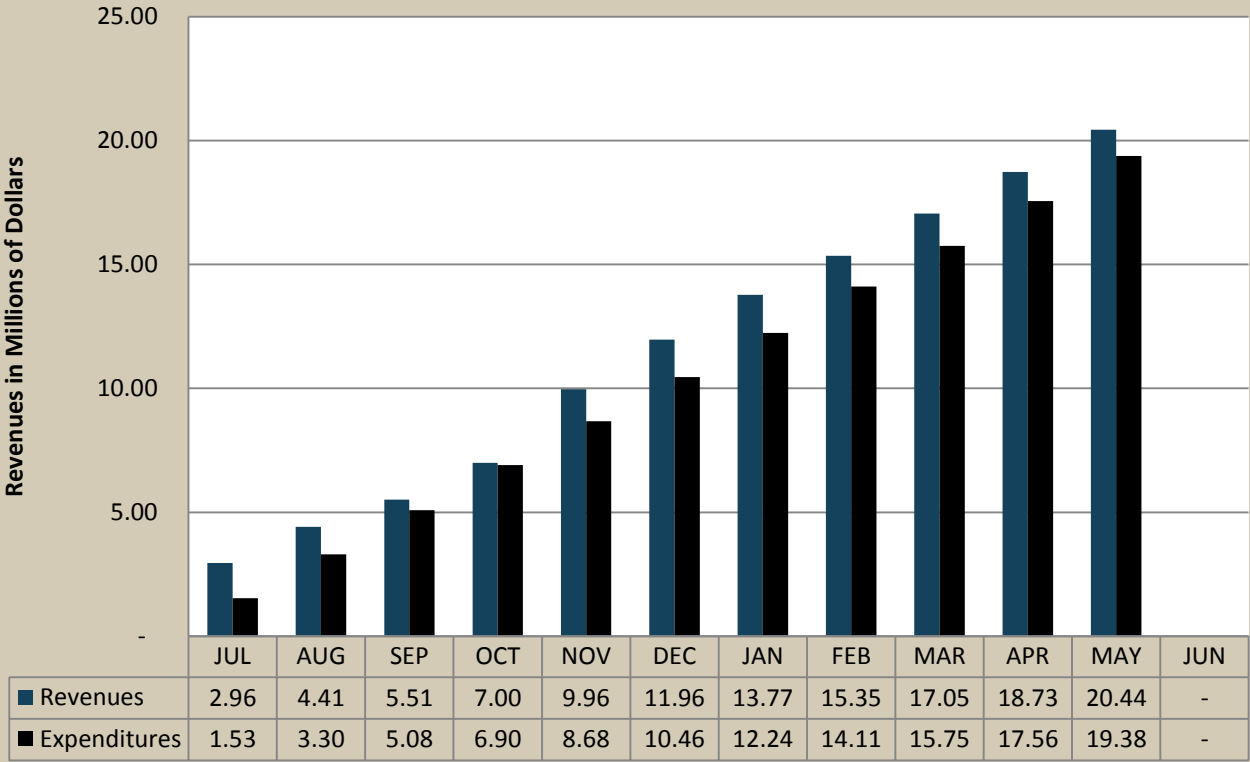


South Florida State College Fund 1 Total Revenue, FY 14 vs FY 15



■ Revenue FY14 ▲ Revenue FY15

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



South Florida State College
Revenue and Expenditures
For the Month Ending May 31, 2015

Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Out of State	\$ 4,500,518.00	\$ 4,363,162.78	\$ 137,355.22	96.95%
404XX	Lab Fees	397,850.00	386,627.82	11,222.18	97.18%
408XX	Technology Fees	188,250.00	184,808.73	3,441.27	98.17%
409XX	Other Student Fees	131,000.00	114,361.95	16,638.05	87.30%
41600	Grants and Contracts from Counties	18,000.00	18,000.00	-	100.00%
42110	FCSPF-General Revenue	12,303,849.00	11,278,523.00	1,025,326.00	91.67%
42150	Perform Based Incentive Fund	95,000.00	94,944.22	55.78	99.94%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	3,575,283.00	3,178,030.00	397,253.00	88.89%
43900	Indirect Costs Recovered-Federal	210,000.00	179,764.27	30,235.73	85.60%
44100	Cash Contributions	13,722.00	13,663.70	58.30	99.58%
44200	Non-Cash Contributions	8,500.00	8,500.00	-	100.00%
44400	Private Grants and Contracts	775.00	775.00	-	100.00%
46400	Use of College Facilities	84,750.00	83,937.83	812.17	99.04%
466XX	Other Sales and Services	231,035.00	225,196.16	5,838.84	97.47%
48100	Interest and Dividends	5,000.00	4,531.00	469.00	90.62%
487XX	Fines and Penalties	3,325.00	3,305.45	19.55	99.41%
49XXX	Transfers and Other Revenues	353,091.00	311,839.17	41,251.83	88.32%
	Total Revenue	\$22,122,098.00	\$20,449,971.08	\$ 1,672,126.92	92.44%
51XXX	Management	\$ 1,829,572.40	\$ 1,696,542.96	\$ 133,029.44	92.73%
52XXX	Instruction	4,502,070.45	3,867,695.31	634,375.14	85.91%
53XXX	Other Professional	2,872,481.53	2,576,554.38	295,927.15	89.70%
54XXX	Career Staff	2,601,734.85	2,318,112.57	283,622.28	89.10%
56XXX	Other Professional Services-Instructional	1,021,844.00	870,848.04	150,995.96	85.22%
57XXX	Other Professional-Tech/Clerical/Trade	114,990.00	87,501.46	27,488.54	76.09%
58000	Student Employment-Instr Work Study	25,000.00	21,534.22	3,465.78	86.14%
58500	Employees Awards	11,500.00	10,250.00	1,250.00	89.13%
58501	Non-Recurring	97,620.00	97,240.00	380.00	99.61%
59XXX	Benefits	4,014,231.00	3,306,498.86	707,732.14	82.37%
	Total Personnel	\$17,091,044.23	\$14,852,777.80	\$ 2,238,266.43	86.90%
605XX	Travel	\$ 321,390.00	\$ 235,357.33	\$ 86,032.67	73.23%
61000	Freight and Postage	34,625.00	22,563.86	12,061.14	65.17%
615XX	Telecommunications	70,000.00	52,288.89	17,711.11	74.70%
62000	Printing	73,575.00	29,785.65	43,789.35	40.48%
625XX	Repairs and Maintenance	927,848.00	810,130.37	117,717.63	87.31%
635XX	Insurance	332,538.00	330,087.89	2,450.11	99.26%
640XX	Utilities	1,325,600.00	1,252,616.66	72,983.34	94.49%
645XX	Other Services	632,301.00	583,320.81	48,980.19	92.25%
64700	Grant Aid	6,280.00	4,865.50	1,414.50	77.48%
650XX	Professional Fees	171,350.00	143,819.05	27,530.95	83.93%
655XX	Education Office/Dept Material Supp	508,346.00	418,942.49	89,403.51	82.41%
657XX	Data Software - Non-Capitalized	41,713.00	41,213.20	499.80	98.80%
665XX	Other Materials and Supplies	386,795.00	266,287.40	120,507.60	68.84%
670XX	Subscriptions/Library Books	49,500.00	45,082.35	4,417.65	91.08%
67500	Purchases for Resale	64,505.00	55,669.91	8,835.09	86.30%
680XX	Scholarships	40,000.00	54,003.99	(14,003.99)	135.01%
69XXX	Transfers and Other Expenses	48,480.00	17,988.93	30,491.07	37.11%
	Total Current Expenses	\$ 5,201,507.00	\$ 4,507,632.85	\$ 693,874.15	86.66%
70600	Minor Equipment>1000<5000	\$ 15,342.00	\$ 17,842.71	\$ (2,500.71)	116.30%
70607	Non cap Computer Equipment	2,650.00	2,649.34	0.66	99.98%
	Total Capital Outlay	\$ 17,992.00	\$ 20,492.05	\$ 20,492.05	113.90%



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JULY 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FOUNDATION 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 June 2015 meeting of the College District Board of Trustees. The included dates are June 10, 2015 through July 13, 2015. The total amount being reported is **\$63,015.10**.

South Florida State College Foundation, Inc.

Gift Summary Report 6/10/15 - 7/13/15

Fund Description	Gift Count	Cash	Pledges	Total
Unrestricted	36	\$2,313.50	\$0.00	\$2,313.50
Unrestricted Endowment	1	\$37.88	\$0.00	\$37.88
Jacaranda Restoration Fund	2	\$56.00	\$0.00	\$56.00
SFSC General Scholarship	7	\$106.00	\$0.00	\$106.00
Joe Johnston/Bette McDearman Memorial	1	\$20.00	\$0.00	\$20.00
SFSC Trustees Honor Scholarship	1	\$36.49	\$0.00	\$36.49
General Nursing Scholarship	1	\$0.50	\$0.00	\$0.50
SFSC Community Fund	7	\$51.00	\$0.00	\$51.00
SFSC Library Donations	3	\$35.00	\$0.00	\$35.00
Athletic Booster Club	2	\$15.00	\$0.00	\$15.00
Phi Theta Kappa	1	\$10.00	\$0.00	\$10.00
Take Stock In Children - Ops	1	\$12.85	\$0.00	\$12.85
Dental Programs	2	\$145.00	\$0.00	\$145.00
MOFAC	1	\$2.50	\$0.00	\$2.50
Highlands County Bar Association Scholarship	1	\$20.00	\$0.00	\$20.00
Theatre for the Performing Arts Capital Campaign	1	\$595.24	\$0.00	\$595.24
Norman L. Stephens Endowment	4	\$59,201.62	\$0.00	\$59,201.62
TSIC Scholarships	9	\$76.52	\$0.00	\$76.52
SFSC General Endowment Fund	2	\$30.00	\$0.00	\$30.00
Alumni Association Fund	2	\$250.00	\$0.00	\$250.00
85 Gift(s) listed	Grand Totals:	\$63,015.10	\$0.00	\$63,015.10
70 Donor(s) listed				