



**SFSC  
District Board of Trustees  
Regular Meeting  
December 9, 2015**

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

---

**Tim Backer  
Derren Bryan, Vice Chair  
Tami Cullens  
Louis Kirschner  
Ken Lambert  
Lana C. Puckorius  
Kris Y. Rider, 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: DECEMBER 9, 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 December 9, 2015 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of  
December 9, 2015 as presented.**

**AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
DECEMBER 9, 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 – October 28, 2015
  - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introduction
- 3.0 Public Comment
- 4.0 Presentation
  - 4.1 Florida Blue Scholarship Presentation
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Agreements and Contracts
    - None
  - 5.3 Grant Applications
    - 5.3.1 Educational Talent Search - \$1,150,000
    - 5.3.2 Beginning Farmer and Rancher Development Program  
\$240,000
  - 5.4 Operating Actions
    - 5.4.1 Monthly Accounts Payable & Payroll Check Register
    - 5.4.2 Donation to MOFAC
    - 5.4.3 Property Deletion and Disposal
- 6.0 Planning and Policy Issues
  - 6.1 Policy Implementation
    - 6.1.1 Policy 1.10 Equal Opportunity
    - 6.1.2 Policy 5.23 Prohibited Discrimination
- 7.0 Academic and Student Matters
  - 7.1 Fee Proposals
- 8.0 Other Action Items
  - 8.1 Purchase Card Provider Contact
  - 8.2 Mission Statement Affirmation
  - 8.3 Strategic Plan Approval
- 9.0 Reports
  - 9.1 Financial Report
  - 9.2 Foundation Report
  - 9.3 Grants Development and Federal Relations 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: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – OCTOBER 28, 2015

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

**SUGGESTED MOTION:**

**Move to approve the minutes of the October, 2015 regular meeting as presented.**

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

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

**Staff Present:** Dr. Kimberly Batty-Herbert      Mr. Kevin Brown      Mrs. Tammy Bush  
Ms. Cindy Garren      Mrs. Susie Hale      Mrs. Anita Kovacs  
Mrs. Deborah Latter      Mrs. Glenn Little      Dr. Mike McLeod  
Mrs. Becky Sroda      Dr. Sid Valentine      Dr. Chris van der Kaay  
Mrs. June Weyrauch      Dr. Tim Wise      Ms. Shirley Errico  
Mr. Jerry Donna      Dr. Deborah Fuschetti      Mrs. Tina Gottus  
Mrs. Renee LaDue      Mr. Eugene Martin  
Mrs. Jamie Bateman and Dr. Lindsay Lynch called in from a conference they were attending in Washington, DC.

**Others Present:** Mrs. Barbara Kirschner

**CALL TO ORDER**

At 6:05 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mrs. Kris Y. Rider.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

At the request of the Mrs. Rider, Board Chair, the agenda presented was amended to add a grant application-Agenda Item #5.3.2 Florida Partnership for Minority and Underrepresented Student Achievement. **Mr. Backer made a motion, seconded by Mrs. Puckorius, to adopt the amended agenda of the regular meeting held October 28, 2015 with the addition of Agenda Item #5.3.2.** 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. Backer made a motion, seconded by Mr. Lambert, to approve the minutes of the regular meeting held September 30, 2015.**

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 with no changes.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

**2.1 Employee Retirement Acknowledgements**

The following employees were recognized for their many years of service to South Florida State College.

Employee	Years of Service
Eugene Martin, Jr.	22
Shirley Errico	17

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

**4.1 XCEL-IT PROGRAM**

Mr. Kevin Brown, Dean of Applied Sciences and Technologies introduced Mrs. Tina Gottus, Director of the XCEL-IT Program who gave a PowerPoint presentation which discussed an overview of the program and the purpose of the TAACCCT grant that provides community colleges with funds to expand and improve the ability to deliver education and career training programs. The presentation also provided a formal report from a site evaluation that was recently conducted.

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

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

**5.2 Agreement and Contracts**

**5.2.1** Approved entry into a **new** affiliation agreement with Positive Medical Transport to provide an "orientation" shift to the ambulance prior to being involved with patient care as presented. **(EXHIBIT "B")**

**5.2.2** Approved the **renewal** of an affiliation agreement with Polk State College (the training coordinator agency) to continue to offer the Child Care training courses developed by the Department of Children and Families. This will allow SFSC to continue to provide state mandated training for child care workers in our service district as presented. **(EXHIBIT "C")**

**5.3 Grant Applications**

**5.3.1 XCEL-IT TAACCCT Grant Modification**

Added Accounting Technology AS and Accounting Applications to the list of supported programs under the SFSC XCEL-IT TAACCCT grant as presented.

**(EXHIBIT "D")**

**5.3.2 Florida Partnership for Minority and underrepresented Student Achievement**

CollegeBoard

\$20,000

**5.4 Operational Actions**

**5.4.1 Final Budget Approval 2014-2015**

Accepted the final budgets for the unrestricted current funds and the unexpected plant fund for the 2014-2015 Budget as presented. **(EXHIBIT "E")**

**5.4.2 Monthly Accounts Payable/Payroll Warrant Summary**

Approved the monthly accounts payable/payroll warrant summary through September 2015. **(EXHIBIT "F")**

**5.4.3 Donation to MOFAC**

Accepted the donation of a painting from Holly Scoggins to the SFSC MOFAC as presented. **(EXHIBIT "G")**

**Mr. Wright made a motion, seconded by Mrs. Cullens, 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**

**6.1 Policy Development**

**6.1.1 Policy 1.10 Equal Opportunity**

Dr. Leitzel presented for discussion proposed revisions to Policy 1.10 Equal Opportunity. **(EXHIBIT "H")**

**Mrs. Cullens made a motion, seconded by Mr. Wright, to table consideration of revisions to Policy 1.10 until the December 9 Board meeting.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**6.1.2 Policy 5.23 Prohibited Discrimination**

Dr. Leitzel presented for discussion proposed revisions to Policy 5.23 Prohibited Discrimination. **(EXHIBIT "I")**

**Mrs. Puckorius made a motion, seconded by Mr. Backer, to table consideration of revisions to Policy 5.23 until the December 9 Board meeting.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**7.0 ACADEMIC AND STUDENT MATTERS**

**7.1 Curriculum Proposal**



Dr. Valentine introduced a program addition curriculum proposal and course revision proposals. **(EXHIBIT "J")**

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

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve course revision 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. Valentine introduced the fee proposals. **(EXHIBIT "K")**

**Mr. Lambert 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**

### **9.0 REPORTS**

#### **9.1 Financial Report**

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

#### **9.2 Foundation Report**

Mrs. Bateman reported via conference call, that South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$10,863.02** from September 10, 2015 through October 13, 2015. She also reported that she was calling from Washington, D.C. attending a Council of Resource Development conference. She stated that since she arrived Wednesday, she had attended sessions on networking opportunities and donor relations.

#### **9.3 Grants Development and Federal Relations Report**

##### **I. Grants Development Report**

Dr. Lynch reviewed via conference call, the Grants Development Report dated 10/26/15.

##### **II. Funded Grant Proposals**

None to report

##### **III. Declined Grant Proposals**

###### **Hispanic-Serving Institutions Grant Program**

U.S. Department of Education, Title V Program \$2,577,891.00

##### **IV. Federal Legislative Report**

Dr. Lynch reported on the status of key higher education legislation.

**9.4 President's Report**

Dr. Leitzel reported on the following college activities:

1. Funding outlook is bleak. New money is at risk (original request \$80M) and Performance Funding will continue.
2. Campus safety is a major concern. Request for supplemental funding: \$74M
3. ACCT Conference "hot topic" – loan default rates. Mr. Jerry Donna, SFSC Director of Financial Aid gave a presentation.
4. Upcoming AFC Trustees Conference topics Chancellor Pumariaga will speak Wednesday, Nov. 11 and Mr. J. Noah Brown will speak Thursday. Opportunity to discuss issues with fellow trustees during conference. Points: our colleges are the hope for a prosperous Florida. We need money to fund capital (hi-tech equipment) needs and personnel, especially when we cannot increase tuition. We place students in high wage or high impact jobs – critical to support our local and state infrastructure. SFSC Alumni, Max Gooding will attend and receive a Leroy Collins award Thursday at the Gala.
5. Shared that industry certifications are beginning to take notice; there may be an increase in funding, and there may be an increase in the actual certifications that count for funding; but the technical schools (secondary) are likely to receive more funding.
6. Enrollment update: hoping spring enrollment will pick up.
7. 50<sup>th</sup> Anniversary Celebration: final event – Lake Placid Center Sock Hop, November 7 from 7-10 p.m.
8. SFSC will officially be recognized as a Military Friendly School MF '16 on November 5<sup>th</sup>.
9. SFSC's Brain Bowl team finished 12 out of 19 teams at the Florida/Georgia Tournament.
10. Reported on a 50<sup>th</sup> Anniversary Celebration event: "Coming Home" an exhibition of artwork by SFSC alumni, in MOFAC that occurred October 15.
11. Reported on the Phi Theta Kappa Induction that occurred October 22.
12. Shared information regarding The Partnership Project – It's A Gift" event taking place November 19 honoring Alan Jay Wildstein. Invitations were given to the Trustees.
13. SFSC Cross Country team ranked 25<sup>th</sup> in the Nation. The team will travel to Fort Dodge, Iowa November 12-15 to compete in the Cross Country National Meet.
14. The lady volleyball sophomores were honored at the last home game on October 22.
15. For a second year, SFSC participated in the "Thrill the World" event in the Wildstein Center for the Performing Arts on Saturday, October 24<sup>th</sup>.
16. Stated that the December 9 Planning Workshop will take place a 4 p.m. The focus will be on examining where we are now, considering opportunities, and presenting the college's plan for the next 5 years.

**9.5 Board Attorney's Report**

Mrs. Karlson stated no report.

**9.6 Board Members' Reports**

Mrs. Puckorius stated no report.

Mr. Backer stated that he appreciates everyone and that he enjoys his time at the college.

Dr. Kirschner stated no report.

Mr. Lambert stated no report.

Mr. Wright discussed performance-based funded regarding Valencia and UCF. He would like someone to speak to Senator Denise Grimsley regarding redistricting and to ask her if

there's anything the college can do for her. Mr. Wright also asked that a podium be available for presenters to use when giving a presentation.

Mrs. Cullens wished everyone a Happy Thanksgiving.

Mr. Bryan stated no report.

**9.7 Board Chair Report**

Mrs. Rider stated that she attended a symposium prior to the ACCT conference in San Diego and that she enjoyed it very much. She most enjoyed the round table discussion. She suggested Dr. van der Kaay and Dr. Wise look into Chuck Underwood. She stated that Mrs. Audrey Vickers and Mr. Charles Stidham, two deceased, former trustees, were recognized at the ACCT conference. Mrs. Rider discussed the possibility of using trustee self-evaluations and reviewing the current evaluation process for the college president.

Mrs. Rider stated that Mrs. Cullens would like the Trustees endorsement to support her candidacy to serve on the Association of Community College Trustees (ACCT) Board of Directors. She currently serves on the Board and would like to seek a second term. **Mr. Lambert made a motion, seconded by Mr. Bryan, to approve Mrs. Cullen's request of endorsement to support her candidacy to serve on the ACCT Board of Directors.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Mrs. Cullens abstained.**

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 8:45 p.m.



OFFICE OF THE PRESIDENT

**Item 1.4**

PRESENT TO BOARD: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

SUBJECT: MEETING SCHEDULE AND REVIEW OF AGENDA MASTER CALENDAR

Information:

The Annual Board of Trustees Calendar identifies the activities, meetings, and issues directly affecting the Board throughout the year. Please review the 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

NOVEMBER 2015	DECEMBER 2015	JANUARY 2016
<b>7 **Lake Placid Center Sock Hop, 7-10 PM</b> 11-13 66 <sup>th</sup> AFC Annual Meeting and Conference and Trustees' Commission Meeting, Orlando 19 Theatre Naming Event 30 SFSC Foundation, Jacaranda Jubilee, 6 PM	7 SFSC Foundation Open House, <b>5-6 PM</b> 9 Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus 10 SFSC Foundation Christmas Luncheon, 12 PM 16 Employee Holiday Luncheon 11:00 AM, Cafeteria 17 Fall Commencement	19-20 Trustees' Legislative Conference, Tallahassee 27 Board Meeting, 6 PM Highlands Campus
FEBRUARY 2016	MARCH 2016	APRIL 2016
8-11 ACCT Nat'l Legislative Summit, Washington, DC 11 SFSC Foundation Donor Appreciation Event <b>12 SFSC Professional Development Day</b> 24 Board Meeting, <b>5 PM</b> Highlands Campus 24 Artist Series Performance, 7 PM, <i>Saturday Night Fever</i>	5 SFSC Panther 5K Walk/Run, Highlands Campus, 8 AM 23 Board Meeting, 6 PM Highlands Campus	23 SFSC Foundation Spring Gala and Annual Meeting, 6 PM 27 Board Meeting, 6 PM Highlands Campus (Student Activities Presentation)
MAY 2016	JUNE 2016	JULY 2016
5 Spring Commencement 25 Budget Workshop, 4 PM followed by Board Meeting, 6 PM, Highlands Campus	22 Board Meeting, 6 PM Highlands Campus	27 Board Meeting, 6 PM Highlands Campus
AUGUST 2016	SEPTEMBER 2016	OCTOBER 2016
24 *Board Meeting, 6 PM Highlands Campus	28 *Board Meeting, 6 PM Highlands Campus	26 *Board Meeting, 6 PM Highlands Campus

\*Tentative

**\*\*SFSC 50<sup>th</sup> Anniversary Events**  
**New Since Last Meeting**

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



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTION

Employee	Position	Supervisor	Hired
Linda Dobson-Hacker	Grants Development Specialist	Dr. Lindsay Lynch	09/01/15

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

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



## **4.0 *Presentations***



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FLORIDA BLUE SCHOLARSHIP PRESENTATAION

Dr. Leitzel will introduce Mrs. Tami Cullens, Florida College System Foundation Board Member, Mrs. Jamie Bateman, SFSC Foundation Executive Director of Institutional Advancement and Mrs. Becky Sroda, Dean of Health Sciences, who will present certificates to the Florida Blue Scholarship recipients.

## ***5.0 Consent Agenda Action Items***



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: DECEMBER 9, 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.**

	<b>CONSENT AGENDA ACTION ITEMS</b>	<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>22</b>
<b>5.2</b>	<b>Agreement and Contracts - None</b>	<b>-</b>
<b>5.3</b>	<b>Grant Applications</b>	
	<b>5.3.1 Educational Talent Search - \$1,150,000</b>	<b>23</b>
	<b>5.3.2 Beginning Farmer and Rancher Development Program - \$240,000</b>	<b>24</b>
<b>5.4</b>	<b>Operating Actions</b>	
	<b>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	<b>25</b>
	<b>5.4.2 Donation to MOFAC</b>	<b>27</b>
	<b>5.4.3 Property Deletion and Disposal</b>	<b>28</b>



OFFICE OF THE PRESIDENT

**Item 5.1**

PRESENT TO BOARD: DECEMBER 9, 2015

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. RESIGNATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Rousch, John	Director, Adult Education	11/30/15

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Border Jr, Robert	Fire Programs	IIIB
Davis, John	English	II
Ebert, Lindsey	Basic Home Computer	III
Golden, Brian	Fire Programs	IIIB
Negron, Magdalisse	ABE/GED/ESOL	III
Riley, Dirk	Fire Programs	III
Rubino, Christopher	Criminal Justice	II
Smith, Martha W	ABE/GED/ESOL	II
Snead, Crystal	Criminal Justice	III
Straub, Raymond	Photography	III

**SUGGESTED MOTION:**

**Move to approve the personnel recommendations 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 5.3.1**

PRESENT TO BOARD: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – EDUCATIONAL TALENT SEARCH

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

Title: **Educational Talent Search**  
Source: United States Department of Education, Office of TRiO Programs  
Amount: \$1,150,000.00  
Description: Through this project, SFSC will provide targeted pre-college services to low-income, potential First Generation in College students at Avon Park, DeSoto, and Hardee High Schools. Services will include early academic advising, tutoring, college entrance test preparation, and admissions and financial aid application support.

**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: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – BEGINNING FARMER AND RANCHER DEVELOPMENT PROGRAM

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

Title: **Beginning Farmer and Rancher Development Program**  
Source: United States Department of Agriculture, Farm Bill Funding  
Amount: \$240,000.00  
Description: SFSC is requesting a three-year grant to expand undergraduate agriculture courses, and workforce training, as well as entrepreneurial support for new agriculture producers and related businesses. Funds will be used to support personnel, curriculum development, and educational training materials and supplies.

**SUGGESTED MOTION:**

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





OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/MONTH PAYROLL CHECK REGISTER

The law requires that warrants be approved and made available for review. Detailed information on all disbursements for October 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:								
	2015/2016 Checks		2015/2016 Electronic Payments		2015/2016 P-Card		2015/2016 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	400	\$353,640.23	159	\$1,300,318.94	466	\$280,288.67	1025	\$1,934,247.84
Aug	151	200,782.98	186	904,500.25	456	248,727.78	793	\$1,354,011.01
Sept	1242	1,856,373.53	262	1,023,096.06	589	464,809.46	2093	\$3,344,279.05
Oct	479	396,817.62	233	878,859.01	767	325,779.32	1479	\$1,601,455.95
Nov							0	\$0.00
Dec							0	\$0.00
Jan							0	\$0.00
Feb							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	2272	\$2,807,614.36	840	\$4,106,774.26	2278	\$1,319,605.23	5390	\$8,233,993.85

Payroll:								
	2015/2016 Checks		2015/2016 Electronic Payments				2015/2016 Totals	
	No.	Amount	No.	Amount			No.	Amount
July	33	\$38,955.01	507	\$856,817.58			540	\$895,772.59
Aug	21	32,349.77	379	793,485.15			400	\$825,834.92
Sept	20	29,532.49	406	811,803.99			426	\$841,336.48
Oct	25	28,057.65	445	848,654.20			470	\$876,711.85
Nov							0	\$0.00
Dec							0	\$0.00
Jan							0	\$0.00
Feb							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	99	\$128,894.92	1737	\$3,310,760.92			1836	\$3,439,655.84

	2014/2015			2015/2016		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	1,013	\$1,702,325.53	\$1,702,325.53	1,025	\$1,934,247.84	\$1,934,247.84
August	894	1,664,359.84	\$3,366,685.37	793	1,354,011.01	\$3,288,258.85
September	2,097	2,673,359.12	\$6,040,044.49	2,093	3,344,279.05	\$6,632,537.90
October	1,818	2,688,849.08	\$8,728,893.57	1,479	1,601,455.95	\$8,233,993.85
November	1,345	1,894,451.37	\$10,623,344.94			
December	1,142	1,779,306.86	\$12,402,651.80			
January	948	1,703,609.48	\$14,106,261.28			
February	2,344	3,310,555.98	\$17,416,817.26			
March	1,324	1,931,347.88	\$19,348,165.14			
April	1,112	1,251,017.23	\$20,599,182.37			
May	1,049	1,434,212.89	\$22,033,395.26			
June	1,471	1,858,009.22	\$23,891,404.48			
Totals	16,557	\$23,891,404.48		5,390	\$8,233,993.85	

Payroll:						
	2014/2015			2015/2016		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	510	\$882,414.39	\$882,414.39	540	\$895,772.59	\$895,772.59
August	403	845,772.63	\$1,728,187.02	400	825,834.92	\$1,721,607.51
September	406	838,801.90	\$2,566,988.92	426	841,336.48	\$2,562,943.99
October	484	914,266.07	\$3,481,254.99	470	876,711.85	\$3,439,655.84
November	497	990,341.21	\$4,471,596.20			
December	501	949,644.19	\$5,421,240.39			
January	471	868,660.22	\$6,289,900.61			
February	474	877,390.77	\$7,167,291.38			
March	484	884,891.29	\$8,052,182.67			
April	468	906,636.76	\$8,958,819.43			
May	501	928,920.38	\$9,887,739.81			
June	451	904,453.55	\$10,792,193.36			
Totals	5650	\$10,792,193.36		1836	\$3,439,655.84	



OFFICE OF THE PRESIDENT

**Item 5.4.2**

PRESENT TO BOARD: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DONATION TO MUSEUM OF FLORIDA ART AND CULTURE (MOFAC)

Approval is requested to accept the donation of the Hurtado Goodnow Mound Artifact Collection from Nona Hurtado. The collection contains the following items:

- 1) Engraved Silver Tablet - \$5,000
- 2) Small Silver Tablet - \$3,000
- 3) Lead Tablet - \$2,000
- 4) Large Glass Bead Necklace - \$3,000
- 5) Two (2) Smaller Glass Bead Necklaces - \$1,000
- 6) One (1) Silver Necklace - \$500
- 7) Two (2) Boxes with Silver Ornaments - \$500
- 8) Three (3) Trays of Assorted Beads; several jars and small boxes of assorted beads - \$5,000

**SUGGESTED MOTION:**

**Move to accept the donation of the Hurtado Goodnow Mound Artifact Collection from Nona Hurtado to SFSC MOFAC 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 5.4.3

PRESENT TO BOARD: DECEMBER 9, 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 **\$9,507.40** from SFSC property records. These items have either been salvaged, are beyond repair, or are obsolete. The items will be held in storage until their disposal.

**SUGGESTED MOTION:**

**Move to authorize deletion of items presented on attached list from property records.**

**South Florida State College  
Disposal Items  
Nov-15**

<b>Tag #</b>	<b>Date Purchased</b>	<b>Description</b>	<b>Cost</b>	<b>Condition Code</b>
13282	13-Jan-03	Statim Autoclave	\$ 3,300.40	Poor
13718	15-Dec-03	HP Laser Jet Black and White Printer	\$ 1,997.00	Poor
13771	10-May-04	ES2260 Scanmark/Scantron Machine	\$ 4,210.00	Poor
<b>Total</b>			<b>\$ 9,507.40</b>	

## **6.0 Planning and Policy Issues**



OFFICE OF THE PRESIDENT

Item 6.1.1

PRESENT TO BOARD: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: POLICY IMPLEMENTATION: POLICY 1.10 EQUAL OPPORTUNITY

Consideration is requested to **revise** Policy 1.10: Equal Opportunity, by updating the policy to reflect an amendment to the Florida Civil Rights Act to expressly prohibit discrimination on the basis of pregnancy. Specifically, the college must add pregnancy as a type of discrimination prohibited by law to DBOT Policy 1.10.

These changes to Policy 1.10 Equal Opportunity are offered for your consideration as presented.

**SUGGESTED MOTION:**

**Move to approve the revised changes to Policy 1.10: Equal Opportunity as presented.**

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

**POLICY NO.** 1.10

**TITLE:** EQUAL OPPORTUNITY

**LEGAL AUTHORITY:** FLORIDA STATUTES: 1000.05, 1001.64

**OFFICE OF PRIMARY RESPONSIBILITY:** PRESIDENT'S OFFICE/  
EQUITY OFFICERS

---

South Florida State College (SFSC) will comply with the provisions of the Florida Educational Equity Act and all other applicable state and federal laws, rules, regulations, and executive orders by establishing procedures to ensure that no applicant, employee, or student is illegally or inappropriately discriminated against because of race, color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, ~~or~~ genetic information, or pregnancy in admission to, or employment in, any of its education programs or activities.

Notification of the current equity coordinator(s) and contact information will be posted and prominently displayed for applicants, students and employees.

**HISTORY: Last Revised:** ~~5/22/13~~ xx/xx/xx

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

**Reviewed:** 7/01/07, 7/22/09, 6/27/12

**Revised:** 4/10/86, 1/22/02, 7/01/04, 9/26/12, 5/22/13, xx/xx/xx





OFFICE OF THE PRESIDENT

Item 6.1.2

PRESENT TO BOARD: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: POLICY IMPLEMENTATION: POLICY 5.23 PROHIBITED DISCRIMINATION

Consideration is requested to **revise** Policy 5.23: Prohibited Discrimination, by updating the policy to reflect an amendment to the Florida Civil Rights Act to expressly prohibit discrimination on the basis of pregnancy. Specifically, the college must add pregnancy as a type of discrimination prohibited by law Policy 5.23.

These changes to Policy 5.23 Prohibited Discrimination are offered for your consideration as presented.

**SUGGESTED MOTION:**

**Move to approve the revised changes to Policy 5.23: Prohibited Discrimination as presented.**

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

**POLICY NO. 5.23**

**TITLE:** PROHIBITED DISCRIMINATION

**LEGAL AUTHORITY:** TITLE VII (42 U.S.C. Sec. 2000 e-2)  
TITLE IX (20 U.S.C. 1681)  
FLORIDA STATUTES: [S: 1000.05](#), 1001.64

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE  
SERVICES/HUMAN RESOURCES

---

South Florida State College is committed to providing an educational and work environment free from harassment and prohibited discrimination based on such factors as race, color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, [or](#) genetic information, [or pregnancy](#).

The college will not tolerate prohibited harassment or discrimination of its applicants, employees or students by employees, students, or vendors and will attempt to protect its students and employees from non-student or non-employee harassment.

Each complaint of harassment or discrimination that is reported to a college official shall be investigated thoroughly, promptly, and with an emphasis on confidentiality. Retaliation against any applicant, employee or student for making a complaint or reporting harassment will not be tolerated.

The president is authorized to create and maintain procedures for prompt corrective action up to and including termination of employment for employees or dismissal from the educational program for students consistent with due process.

Harassment or discrimination includes:

- A. Any slurs, innuendoes, or other verbal or physical conduct reflecting on an individual's race, color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, [or](#) genetic information, [or pregnancy](#) which has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.
- B. The denial of, or the provision of, aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.

- C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition on an individual's employment or education; submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The president shall establish procedures for college personnel and students who wish to file a complaint dealing with alleged harassment and/or discrimination. The president will ensure that these procedures and any related notices include the name(s) or titles(s), complete telephone number, and mailing address of the individual(s) responsible for handling the concerns of applicants, students, or employees who feel they have been harassed or discriminated against.

Bad faith claims of illegal or improper harassment are claims made when the person making the claim knows the claim is false but makes it anyway. Persons who make bad faith claims under this subsection will be subjected to disciplinary action up to and including termination of employment or dismissal from the educational program.

**HISTORY: Last Revised:** ~~5/22/13~~[xx/xx/xx](#)

**Issued by District Board of Trustees:** 5/20/90

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

**Revised:** 12/19/01, 1/28/04, 5/22/13, [xx/xx/xx](#)

## **7.0 Academic and Student Matters**



OFFICE OF THE PRESIDENT

**Item 7.1**

PRESENT TO BOARD: DECEMBER 9, 2015

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. New Fee – Cost of certification exam.**

Course Prefix#	Course Title	New Fee	Proposed Fee	Effective Term
CTS 2142	Project Management	\$277.00	New	Spring 2016

**II. Revised Fees – Increase in cost of certification exam, uniforms, training kits, and other materials.**

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
CET 1660C	Computer Network Security	\$269.00	\$302.00	Spring 2016
NUR 1020C	Fundamentals of Nursing	\$1,000.00	\$1,150.00	Fall 2016
NUR 2003C	Nursing Transition	\$800.00	\$950.00	Summer 2016
PRN 0001	Introduction to Nursing Theory	\$1,000.00	\$1,150.00	Fall 2016

**III. Deleted Fees – Certification exam fees removed.**

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
CGS 1135C	Introduction to Computer Forensics	\$293.00	Delete	Spring 2016
CIS 2940	Network Systems Internship	\$293.00	Delete	Spring 2016

**SUGGESTED MOTION:**

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

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



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PURCHASE CARD (P-CARD) PROVIDER CONTRACT

The current agreement for purchase card (p-card) services with JPMorgan Chase Bank expires May 20, 2016.

Approval is requested to enter a **new** three year agreement (with two optional renewal years) with JPMorgan Chase Bank for governmental p-card services effective May 20, 2016.

Prior to entering into our current contract with JPMorgan Chase Bank, our program was with the Bank of America. We moved to JPMorgan Chase Bank's program by "piggybacking" on an Orange County bid and have enjoyed higher rebate levels, but that bid is no longer available. JPMorgan Chase Bank has offered us a new agreement, but the proposed rate is a bit lower for our expected spend level than the current rate and that of the state contract with Bank of America.

Given the complexities of bidding for a p-card provider and the limited size of SFSC's annual spend level, we would not expect comparable responses should we publicly bid this service. That suggests that the College needs to determine the best provider between the state contract holder, Bank of America, or an offer that JPMorgan Chase Bank has personalized for SFSC.

At the College's current annual spend level of approximately \$3.6 million (including the SFSC Foundation, Inc.), the rebate returned to the College would be 1.27%. This is 0.13% less than the 1.4% that the College would receive on the Bank of America state contract, an annual difference of approximately \$4,680. In addition to the rate, other

considerations are the extensive time it will take staff to convert our program to another service provider and charges for card design and setup. Most importantly, JPMorgan Chase Bank's fraud measures and reporting features that allow our staff to compare individual card spend levels with credit limits have greatly exceeded the service levels of the Bank of America state contract. As a result, we have received no audit criticisms and no evidence of abuse by employees due to excellent control measures in place.

**SUGGESTED MOTION:**

**Move to approve entry into a new multi-year agreement with JPMorgan Chase Bank 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 8.2**

PRESENT TO BOARD: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SFSC MISSION STATEMENT AFFIRMATION

According to The Principles of Accreditation set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Core Requirement 2.4 requires the College to have “a clearly defined, comprehensive and published mission statement that is specific to the institution and appropriate for higher education. The mission addresses teaching and learning and, where applicable, research and public service” (p.18). Additionally, Comprehensive Standard 3.1.1, states “The mission statement is current and comprehensive, accurately guides the institution’s operations, is periodically reviewed and updated, is approved by the governing board, and is communicated to the institution’s constituencies” (p. 25).

**SUGGESTED MOTION:**

**Move to affirm the South Florida State College Mission Statement as presented.**

# Mission Statement

*The function of our organization*

---

South Florida State College is an open-access, higher education institution dedicated to providing a learning-centered environment through quality programs, training, and services. Working in partnership with organizations and communities, the college provides leadership and a comprehensive range of opportunities for the educational, cultural, and economic development of the service district.

The college assists the people of its service district DeSoto, Hardee, and Highlands counties regardless of economic, social, or educational background to achieve success in

- completing an associate degree in preparation for pursuing a baccalaureate or other professional degree or credential;
- completing a baccalaureate degree, associate degree, or certificate related to career and technical preparation to enter the workforce or to improve career circumstances;
- completing college preparatory programs of study including those leading to the high school diploma;
- obtaining basic skills in literacy, numeracy, and citizenship to prosper as a contributing member of society;
- gaining personal, cultural, and global awareness, appreciation, and understanding needed in a complex contemporary society;
- pursuing advanced academic preparation and credentials available through partnerships with colleges and universities; and
- participating in the social, cultural, environmental, and economic development of the communities served by the college.

*We believe in the worth of each of our students and, through all of our educational programs and services, we seek to develop human potential and to create brighter futures.*



OFFICE OF THE PRESIDENT

**Item 8.3**

PRESENT TO BOARD: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SFSC STRATEGIC PLAN (2016-2020)

South Florida State College's (SFSC) strategic plan provides direction for prioritizing future initiatives, allocating limited resources, and providing a framework for defining the college's mission, vision, and goals. The plan represents a multifaceted strategy developed by a wide cross-section of the college's faculty and staff with guidance and input from numerous stakeholders.

This plan is organized into six Strategic Initiatives, which are determined to be core functions for achieving the college vision and mission.

The proposed SFSC Strategic Plan 2016-2020 is presented to the SFSC District Board of Trustees for review, discussion, and consideration.

**SUGGESTED MOTION:**

**Move to approve the 2016-2020 SFSC Strategic Plan as presented.**

## ***9.0 Reports***



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: DECEMBER 9, 2015

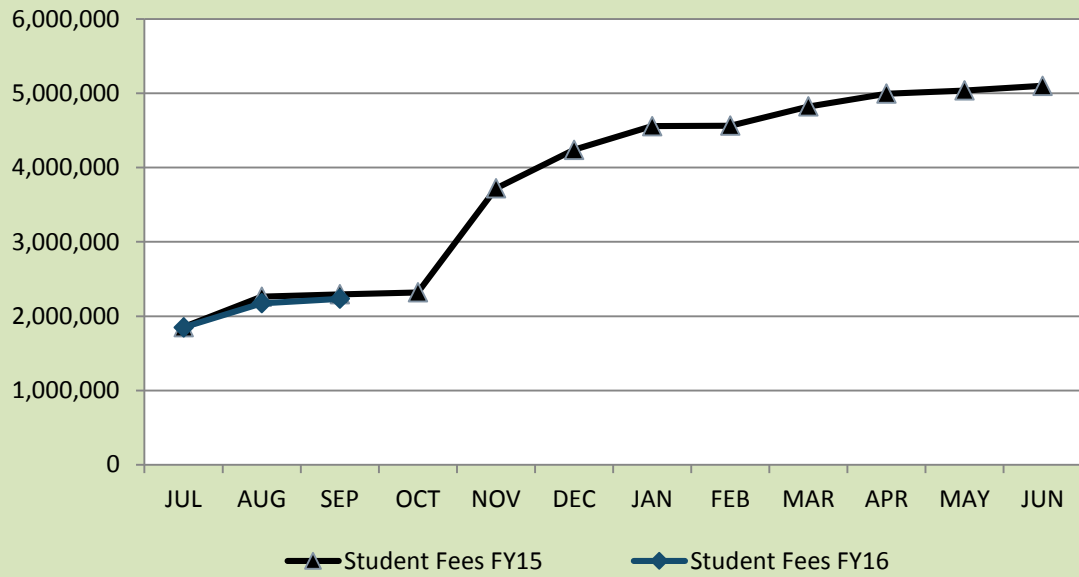
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

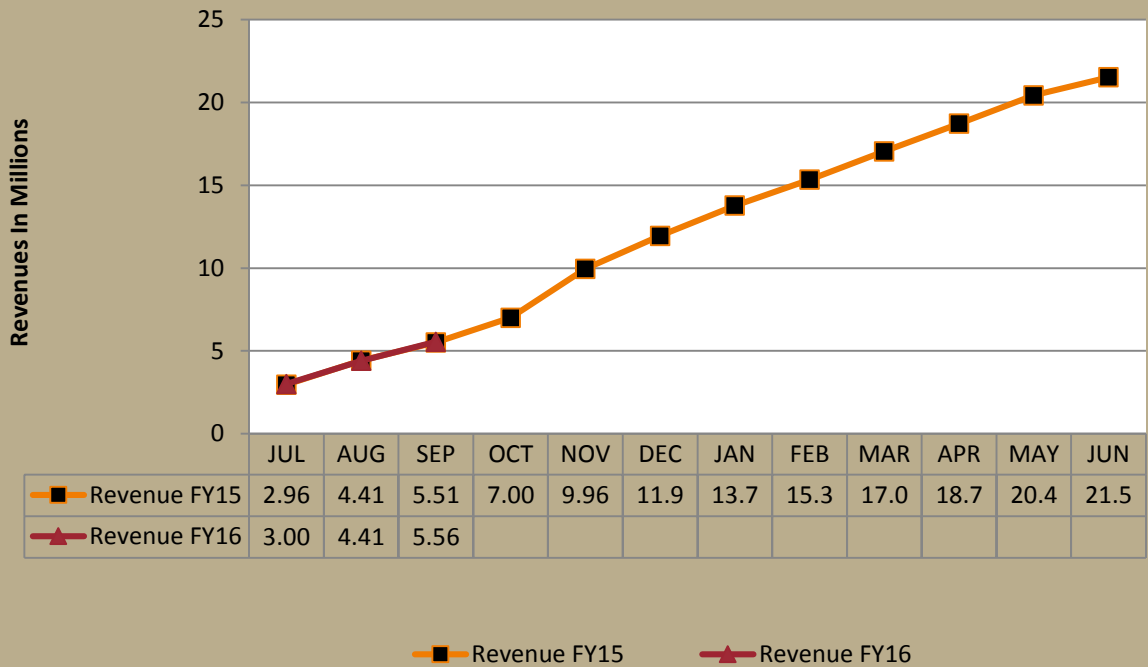
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – ***INFORMATION ITEM***

Attached for your review are the graphs and a summary of revenues and expenditures of the College through September, 2015.

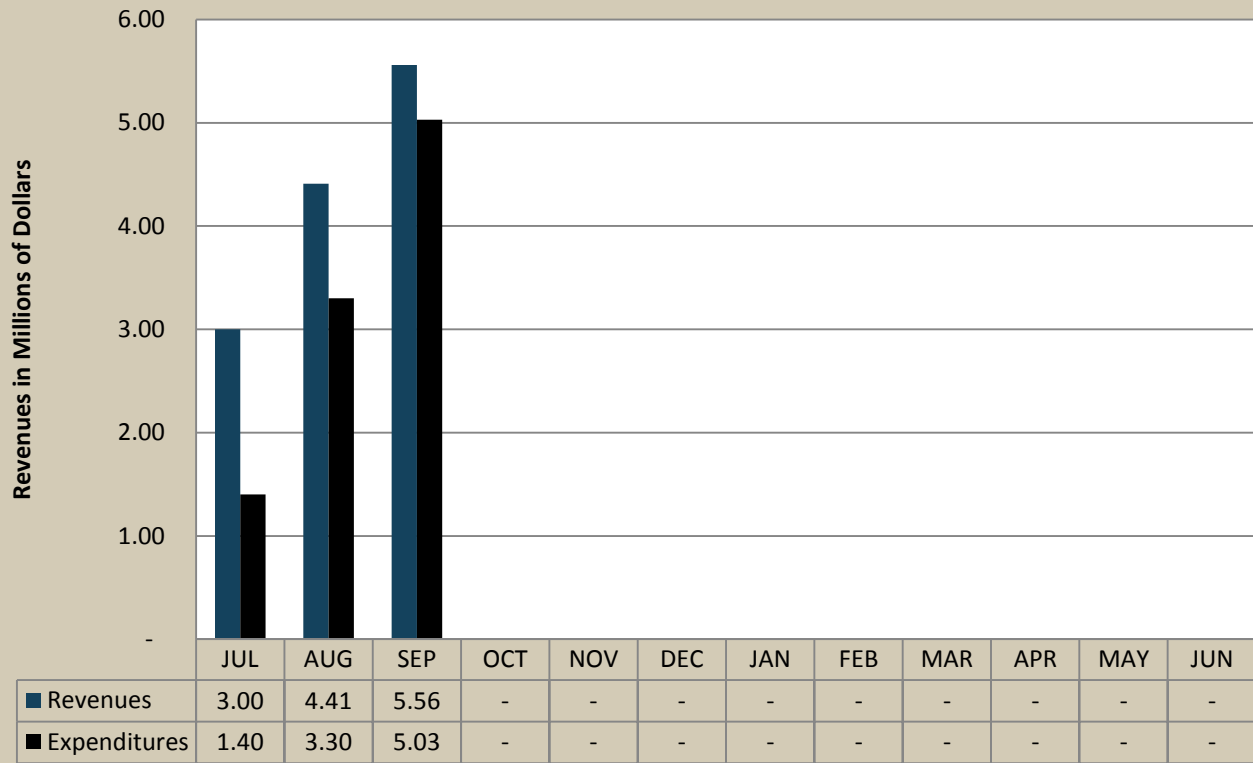
**South Florida State College**  
**Fund 1 Student Fee Revenue, FY 15 vs FY 16**



## South Florida State College Fund 1 Total Revenue, FY 15 vs FY 16



## South Florida State College Fund 1 Total Revenues & Expenditures FY 16





<b>South Florida State College</b>					
<b>Revenue and Expenditures</b>					
<b>For the Month Ending September 30, 2015</b>					
<b>Acct Code</b>	<b>Account Title</b>	<b>Budget Amount</b>	<b>Amount</b>	<b>Difference</b>	<b>Percentage Collected/Spent to Date</b>
401XX	Tuition and Out of State Fees	4,507,843.00	1,906,108.23	2,601,734.77	42.28%
404XX	Lab Fees	398,350.00	201,146.45	197,203.55	50.49%
408XX	Technology Fees	189,000.00	88,400.82	100,599.18	46.77%
409XX	Other Student Fees	116,050.00	38,498.84	77,551.16	33.17%
41600	Grants and Contracts from Counties	104,500.00	4,500.00	100,000.00	4.31%
42110	FCSPF-General Revenue	12,697,134.00	3,173,313.00	9,523,821.00	24.99%
42150	Perform Based Incentive Fnd-FCSPF	40,000.00	-	40,000.00	0.00%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	3,433,156.00	-	3,433,156.00	0.00%
439XX	Indirect Costs Recovered	155,000.00	33,894.37	121,105.63	21.87%
44100	Cash Contributions	15,907.00	4,643.00	11,264.00	29.19%
46400	Use of College Facilities	85,000.00	6,649.73	78,350.27	7.82%
466XX	Other Sales and Services	262,350.00	87,915.68	174,434.32	33.51%
48100	Interest and Dividends	16,000.00	2,370.12	13,629.88	14.81%
487XX	Fines and Penalties	3,375.00	242.91	3,132.09	7.20%
49XXX	Transfers and Other Revenues	289,850.00	8,326.86	281,523.14	2.87%
	<b>Total Revenue</b>	<b>\$ 22,315,665.00</b>	<b>\$ 5,556,010.01</b>	<b>\$ 16,759,654.99</b>	<b>24.90%</b>
51XXX	Management	1,816,000.00	457,993.58	1,358,006.42	25.22%
52XXX	Instructional	4,454,209.00	834,084.49	3,620,124.51	18.73%
53XXX	Other Professional	2,837,599.25	705,861.32	2,131,737.93	24.88%
54XXX	Career Staff	2,595,883.93	634,086.21	1,961,797.72	24.43%
56XXX	Other Professional Services-Instructional	1,114,812.00	140,925.34	973,886.66	12.64%
57XXX	Other Professional-Tech/Clerical/Trade	114,990.00	17,621.02	97,368.98	15.32%
580XX	Student Employment	25,000.00	1,988.36	23,011.64	7.95%
58500	Employees Awards	11,500.00		11,500.00	0.00%
58501	Non-Recurring	121,467.00		121,467.00	0.00%
59XXX	Benefits	4,021,468.00	856,755.31	3,164,712.69	21.30%
	<b>Total Personnel</b>	<b>\$ 17,112,929.18</b>	<b>\$ 3,649,315.63</b>	<b>\$ 13,463,613.55</b>	<b>21.32%</b>
605XX	Travel	317,288.00	37,097.67	280,190.33	11.69%
61000	Freight and Postage	32,495.00	13,707.69	18,787.31	42.18%
615XX	Telecommunications	86,000.00	11,031.33	74,968.67	12.83%
62000	Printing	81,275.00	8,690.20	72,584.80	10.69%
625XX	Repairs and Maintenance	970,668.00	405,562.99	565,105.01	41.78%
63000	Rentals	163,110.00	36,759.46	126,350.54	22.54%
635XX	Insurance	413,750.00	232,254.90	181,495.10	56.13%
640XX	Utilities	1,440,600.00	232,392.58	1,208,207.42	16.13%
645XX	Other Services	622,777.00	172,042.96	450,734.04	27.63%
64700	Grant Aid	4,280.00	541.00	3,739.00	12.64%
650XX	Professional Fees	202,540.00	35,347.50	167,192.50	17.45%
655XX	Education Office/Dept Material Supp	505,377.00	98,375.80	407,001.20	19.47%
657XX	Data Software	32,570.00	9,435.16	23,134.84	28.97%
665XX	Other Materials and Supplies	391,700.00	52,327.40	339,372.60	13.36%
67XXX	Subscriptions/Library Books	49,500.00	13,424.29	36,075.71	27.12%
67500	Purchases for Resale	54,005.00	1,044.13	52,960.87	1.93%
680XX	Scholarships	45,000.00	22,257.62	22,742.38	49.46%
69XXX	Transfers and Other Expenses	90,000.00	260.69	89,739.31	0.29%
	<b>Total Current Expenses</b>	<b>\$ 5,502,935.00</b>	<b>\$ 1,382,553.37</b>	<b>\$ 4,120,381.63</b>	<b>25.12%</b>
70600	Minor Equipment >1000<5000	35,000.00	2,312.85	32,687.15	6.61%
71000	Furniture and Equipment	30,000.00		30,000.00	0.00%
	<b>Total Capital Outlay</b>	<b>\$ 65,000.00</b>	<b>\$ 2,312.85</b>	<b>\$ 62,687.15</b>	<b>3.56%</b>



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FOUNDATION REPORT

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

The chart on the next page presents a summary listing of all donations and pledges made to the SFSC Foundation since the October 2015 meeting of the College District Board of Trustees. The included dates are October 14, 2015 through November 10, 2015. The total amount being reported is **\$34,742.22**.

**II. Number of Active Donors two year RTP**

The second chart shares the active donors over a two year rolling time period with a comparison of dates from 2012 to 2014 and 2013 to 2015. The number of gifts for our current year is down from our previous rolling time period, however the average gift amount is higher as well as the average donation per donor.

**III. Average Donation YTD**

Our average donation with a year-to-date comparison is on the third chart. The average donation for January 1, 2015 to October 31, 2015 is \$609.94 with an average donation per donor of \$2,316.40. In comparison the average donation for January 1, 2014 to December 31, 2014 is \$488.12 with an average donation per donor of \$1,819.26.

**IV. Number of New Constituents YTD**

The number of new constituents and average donation for 2014 is higher than the year-to-date average up to October 31, 2015.

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

**South Florida State College Foundation, Inc.**  
**Gift Summary Report 10/14/15 - 11/10/15**

<b>Fund ID</b>	<b>Fund Description</b>	<b># Gifts</b>	<b>Cash</b>	<b>Pledges</b>	<b>Other</b>	<b>Total</b>
1000	Unrestricted	38	\$11,385.50	\$150.00	\$0.00	\$11,535.50
2000	Jacaranda Restoration Fund	2	\$6,006.00	\$0.00	\$0.00	\$6,006.00
5011	SFSC General Scholarship	5	\$76.00	\$0.00	\$0.00	\$76.00
5014	Joe Johnston/Bette McDearman	1	\$20.00	\$0.00	\$0.00	\$20.00
5019	Sebring Sunrise Rotary Scholarship	1	\$300.00	\$0.00	\$0.00	\$300.00
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5031	SFSC Community Fund	6	\$41.00	\$0.00	\$0.00	\$41.00
5032	SFSC Library Donations	3	\$35.00	\$0.00	\$0.00	\$35.00
5045	Athletic Booster Club	2	\$15.00	\$0.00	\$0.00	\$15.00
5046	Miriah Brenner Memorial	4	\$350.00	\$0.00	\$0.00	\$350.00
5057	Phi Theta Kappa	1	\$10.00	\$0.00	\$0.00	\$10.00
5058	Take Stock In Children - Ops	1	\$15,000.00	\$0.00	\$0.00	\$15,000.00
5095	Dental Programs	3	\$45.00	\$0.00	\$139.20	\$184.20
5108	MOFAC	1	\$12.50	\$0.00	\$0.00	\$12.50
5158	TSIC Scholarships	9	\$76.52	\$0.00	\$0.00	\$76.52
6005	SFSC Partnership Project	7	\$1,080.00	\$0.00	\$0.00	\$1,080.00

**Grand Totals:                    85    \$34,453.02    \$150.00    \$139.20    \$34,742.22**

85 Gift(s) listed

75 Donor(s) listed

### South Florida State College Foundation, Inc.

#### Number of Active Donors two year RTP

**2013-2015**

Total Amount	No. of Gifts	Avg Gift	Constituents	Avg Donation/donor
\$1,598,377.82	3074	\$519.97	544	\$ 2,938.19

**2012-2014**

Total Amount	No. of Gifts	Avg Gift	Constituents	Avg Donation/donor
\$1,385,528.37	3280	\$ 422.42	603	\$ 2,297.73

### South Florida State College Foundation, Inc.

#### Average Donation YTD

**1/1/2015 to 10/31/2015**

Total Amount	No. of Gifts	Avg. Gift	Constituents	Avg Donation/donor
\$618,480.02	1014	\$609.94	267	\$ 2,316.40

**1/1/2014 to 12/31/2014**

Total Amount	No. of Gifts	Avg. Gift	Constituents	Avg Donation/donor
\$793,197.25	1625	\$488.12	436	\$ 1,819.26

### South Florida State College Foundation, Inc.

#### Number of New Constituents

**1/1/2015 to 10/31/2015**

Total Amount	Constituents	Avg Donation/donor
\$ 40,752.35	52	\$ 783.70

**1/1/2014 to 12/31/2014**

Total Amount	Constituents	Avg Donation/donor
\$ 120,992.98	114	\$ 1,061.34



OFFICE OF THE PRESIDENT

**Item 9.3**

PRESENT TO BOARD: DECEMBER 9, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT AND FEDERAL RELATIONS REPORT

**I. Grants Development Report**

Handout

**II. Funded Grant Proposals**

Title: Perkins Post-Secondary  
Agency: Florida Department of Education  
Amount: \$8,002.00  
Description: Roll-forward funding has been received to supplement the existing Perkins Post-Secondary programs at SFSC. These roll-forward funds will be used to enhance growth of the Paramedic, Culinary and Medical Assisting technical programs. Funds will be used to procure supplies, minor equipment, and other training related items.

**III. Declined Grant Proposals**

None to report

**IV. Federal Legislative Report**

Brief presentation on the status of key higher education legislation.

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