



**SFSC
District Board of Trustees
Regular Meeting
February 24, 2016**

**Highlands Campus
5:00 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: FEBRUARY 24, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of February 24, 2016 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of February 24, 2016 as presented.

AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
FEBRUARY 24, 2016
5:00 P.M.

- 1.0 Call to Order and Preliminary Matters
 - 1.1 Adoption of Agenda
 - 1.2 Approval of Minutes
 - 1.2.1 Regular Meeting – January 27, 2016
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Affiliation Agreement – Dr. Richard Wood, DMD, PA
 - 5.3 Grant Applications
 - 5.3.1 Training Young Researchers in Agricultural Systems Technology - \$299,999
 - 5.3.2 2016-2017 Artist Series – Murder on the Nile - \$5,000
 - 5.3.3 Reimagining Agriculture Education in Florida’s Heartland - \$50,000
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
- 8.0 Other Action Items
- 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: FEBRUARY 24, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – JANUARY 27, 2016

It is recommended that the minutes of the regular meeting held January 27, 2016 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the January 27, 2016 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JANUARY 27, 2016**

Members Present: Mr. Tim Backer
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

Members Excused: Mr. Derren Bryan, Vice Chair

Staff Present:	Mrs. Jamie Bateman	Dr. Kimberly Batty-Herbert	Ms. Tammy Bush
	Ms. Cindy Garren	Mrs. Deborah Latter	Mr. Glenn Little
	Dr. Lindsay Lynch	Dr. Mike McLeod	Mrs. Becky Sroda
	Dr. Sid Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch
	Mrs. Michele DeVane	Mrs. Linda Dobson-Hacker	Dr. Deborah Fuschetti
	Dr. Maday Leon		

Others Present: Mr. Alan Jay Wildstein

CALL TO ORDER

At 6:02 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

Mr. Backer made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held January 27, 2016. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Planning Workshop Minutes

Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve the minutes of the planning workshop held December 9, 2015. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Mr. Wright made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held December 9, 2015. Those voting in

favor of the motion were Mr. Backer, 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 and the following changes were made: removed the February 11th SFSC Foundation Donor Appreciation Event. It will take place at a later date. The April 23rd SFSC Foundation Gala and Annual Meeting has been moved to April 30th.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

Employee	Position	Supervisor	Hired
Linda Dobson-Hacker	Grants Development Specialist	Lindsay Lynch	09/01/15
Maday Leon	Lead Instructor, Elementary Education	Michele DeVane	01/04/16

2.2 Employee Retirement Acknowledgement

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to recognize the retirement of Mr. Richard D. Morey, for his 23 years of service to the college.

Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

3.0 PUBLIC COMMENT

Dr. Leitzel presented three aerial photos of the Wildstein Center, then introduced and welcomed Mr. Alan Jay Wildstein, who asked to come before the District Board of Trustees to express his family's appreciation for allowing the naming opportunity of the Theatre for the Performing Arts building on the Highlands Campus. Mr. Wildstein stated that his family is so proud. He also stated that he would enjoy speaking with potential donors in the future about how special the college made him feel.

4.0 PRESENTATION

No presentation

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

5.2 Agreement and Contracts

None

5.3 Grant Applications

None

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Warrant Summary

Approved the monthly accounts payable/payroll warrant summary for November and December 2015. **(EXHIBIT "B")**

5.4.2 Donation to MOFAC

Accepted the donation of a painting by Ms. Mollie Doctrow to SFSC MOFAC as presented. The Fakahatchie Swamp painting is valued at \$1,300.00. **(EXHIBIT "C")**

5.4.3 Donation from SFSC to the Highlands County Sheriff's Office

Authorized the donation of two computers from the college to the Highlands County Sheriff's Office Jail as presented. **(EXHIBIT "D")**

5.4.4 SFSC Customer Billing List

Approved the addition of United Technologies Employee Scholar Program to the college's customer billing list to receive tuition to the program.

Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the Consent Agenda, Items 5.1 through 5.4.4 as presented. Those voting in favor of the motion were Mr. Backer, 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 Proposal

Dr. Valentine introduced a curriculum proposal. **(EXHIBIT "E")**

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

7.2 2016-2017 Academic Calendar

Dr. Valentine presented the 2016-2016 SFSC Academic Calendar. **(EXHIBIT "F")**

Mrs. Puckorius made a motion, seconded by Mr. Lambert, to approve the SFSC 2016-2017 Academic Calendar as presented. Those voting in favor of the motion were Mr. Backer, 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 Affiliation Agreement – Adventist Health System/Sunbelt, Inc. d/b/a Florida Hospital Heartland Medical Center and Florida Hospital Wauchula

Dr. Leitzel presented a request to enter into a **new** affiliation agreement with Adventist Health System/Sunbelt, Inc. d/b/a Florida Hospital Heartland Medical Center and Florida Hospital Wauchula to provide facilities to students for clinical training experiences.

Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to approve entry into a new affiliation agreement with Adventist Health System/Sunbelt, Inc. d/b/a Florida Hospital Heartland Medical Center and Florida Hospital Wauchula

as presented. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.2 Affiliation Agreement – The Central Florida Area Health Education Center, Inc. (CFAHEC)

Dr. Leitzel presented a request to enter into a **new** affiliation agreement with The Central Florida Area Health Education Center, Inc. to facilitate efforts between the CFAHEC Program and SFSC's Dental Education Program, for the purpose of improving the knowledge level of tobacco related issues for nurses in training.

Mr. Wright made a motion, seconded by Mr. Backer, to approve entry into a new affiliation agreement with The Central Florida Area Health Education Center, Inc.

Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.3 Grant Application – Heartland Senior Games Mini-Grant

Dr. Leitzel presented a request for submission and acceptance, if funded, of the following described grant proposal.

Title: **Heartland Senior Games Mini-Grant**
Source: Florida Sports Foundation
Amount: \$3,400.00
Description: The grant will specifically fund print and billboard advertising as well as informational sessions at retirement communities.

Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the submission and acceptance, if funded, of the described grant proposal. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.4 Grant Application – Retired and Senior Volunteer Program (RSVP)

Dr. Leitzel presented a request for submission and acceptance, if funded, of the following described grant proposal.

Title: **Retired and Senior Volunteer Program (RSVP)**
Source: Corporation for National and Community Service
Amount: \$44,534.00
Description: This is a continuation of the current SFSC RSVP, which has been in place since 2007. The program places adults ages 55 and older volunteer service positions throughout the county. The program focuses on Healthy Futures, which encompasses food security, elder care, engaging veterans in service, and disaster preparedness.

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the submission and acceptance, if funded, of the described grant proposal. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.5 President's Annual Performance Review

Mrs. Rider reported that after reviewing Dr. Leitzel's evaluations submitted to Mrs. Pam Karlson, College Attorney, from the Trustees, she found that Dr. Leitzel had met and

exceeded the performance indicators on which the evaluation was based. Mrs. Rider then asked for a motion to accept the extension of a three year continuing contract for Dr. Leitzel through June 30, 2019.

Mr. Lambert made a motion, seconded by Mr. Backer, to accept the evaluations results and extend a three year continuing contract for Dr. Leitzel through June 30, 2019. Those voting in favor of the motion were Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mrs. Rider requested College Attorney Karlson work with staff to prepare the appropriate documents to reflect the Board's action.

Mrs. Karlson stated that she needed to be excused from the rest of the meeting as she had an appointment. She stated that she had no Attorney Report this month.

9.0 REPORTS

9.1 Financial Report

Vice President Little reported on the financial graphs and a summary of revenue and expenditures through the month of November 2015 as information items. **(EXHIBIT "G")**

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$156,687.80** from November 11, 2015 through January 12, 2016. She also reported on the number of active donors over a two year rolling time period; the average donation with a year-to-date comparison; and the number of new constituents and average donation 1/1/15-12/31/15 vs. 1/1/14-12/31/14.

Mrs. Bateman reported that 165 guests attended the Foundation Holiday Luncheon held December 10. She stated that the Donor Appreciation event scheduled for February 11, 2016 has been canceled and will be rescheduled. Mrs. Bateman also stated that the Take Stock in Children "Leaders for Life" (L4L) program awarded Ms. Sierra Pelham, a DeSoto County student a \$40,000 scholarship. Ms. Pelham was notified on Monday, January 25 during an event held on the Highlands Campus with TSIC staff, and SFSC administration and staff present. Mrs. Bateman commended Ms. Irene Castanon, SFSC TSIC Flight County Coordinator, for her efforts with the event.

9.3 Grants Development and Federal Relations Report

I. Grants Development Report

Dr. Lynch distributed and reviewed the Grants Development Report dated 1/27/16.

II. Funded Grant Proposals

None

III. Declined Grant Proposals

Florida Partnership for Minority & Underrepresented Student Achievement
CollegeBoard Florida Partnership - \$18,670.00

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. It's 2016 – A New Year: new excitement, new momentum, new students, new challenges and new opportunities.
2. Male Minority Initiative information shared. Dr. Wise will take the lead on behalf of the college. Updates to come.
3. December college highlights: shared DeSoto County and Lake Placid Christmas parade photos; 2015 Meritorious awards announced at the Employee Holiday Luncheon on December 16; fall commencement on December 17.
4. SFSC enrollment situation: down 2 percent.
5. Long term strategy – the new strategic plan considers centers of excellence at all of our campus locations, very important to our regional outreach; and reconnecting with our Boards of Education and our secondary education providers.
6. Tallahassee News - Guns on Campus: SB 68 stopped at judiciary committee (Senator Diaz de la Portilla); FCS ask - \$85M in new recurring funding and \$20M in new money for Performance Funding.
7. Economic Forecast Briefing took place January 7th at the Sebring Civic Center in Sebring.
8. SFSC Professional Development Day will take place Friday, February 12 on the Highlands Campus. Focus: campus safety and economic poverty.
9. Opening day for softball and baseball on Friday, January 29.
10. Heartland Educational Consortium-Florida's Rural STEM Education Initiative event taking place on the Highlands Campus Saturday, February 13. Over 200 students anticipated to attend. Hosted by SFSC.
11. SFSC Brain Bowl Tournament – February 13 on the Highlands Campus
12. In the Works – Fire Science Tower/Facility Dedication – anticipated date March 23, late afternoon.
13. ACEN site visit presently occurring.
14. SFSC is an Aspen Prize Nominee Second Round finalist (along with 13 other FCS colleges) for the fourth time.
15. SFSC 50th Anniversary History publication has had binding issues. Expected be resolved soon.
16. Distributed a letter from the Governor and a memo which was completed in response to the Governor's questions. The Trustees endorsed the college's response. Dr. Leitzel will submit the document to Chancellor Pumariega.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius suggested our future be referred to "the next 50 years."

Mr. Backer stated no report.

Dr. Kirschner stated no report.

Mr. Lambert stated no report.

Mr. Wright stated no report.

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Mrs. Cullens stated no report.

9.7 Board Chair Report

Mrs. Rider stated that the recent AFC Trustees Legislative conference she attend was great. Mr. David Lowe gave an informative presentation. Ms. Karen Moore of Moore Communications held a seminar on rules for meeting and greeting legislators. Had good meetings with Senator Grimsley and Representative Pigman. She enjoyed the event held January 25 for Ms. Sierra Pelham. Mrs. Rider stated that she had attended the public forum held today for the ACEN site evaluators. She felt that the college had made a great impression on the evaluators.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 7:22 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: FEBRUARY 24, 2016

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: 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

FEBRUARY 2016		MARCH 2016		APRIL 2016	
8-11	ACCT Nat'l Legislative Summit, Washington, DC	5	SFSC Panther 5K Walk/Run, Highlands Campus, 8 AM	27	Board Meeting, 6 PM Highlands Campus (Student Activities Presentation)
12	SFSC Professional Development Day	23	Board Meeting, 6 PM Highlands Campus	30	SFSC Foundation Spring Gala and Annual Meeting, 6 PM
24	Board Meeting, 5 PM Highlands Campus				
24	Artist Series Performance, 7 PM, Saturday Night Fever				
MAY 2016		JUNE 2016		JULY 2016	
5	Spring Commencement	22	Board Meeting, 6 PM Highlands Campus	27	Board Meeting, 6 PM Highlands Campus
25	Budget Workshop, 4 PM followed by 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
NOVEMBER 2016		DECEMBER 2016		JANUARY 2017	
		7	*Planning Workshop 4 PM, followed by Board Meeting, 6 PM, Highlands Campus	25	*Board Meeting, 6 PM Highlands Campus

*Tentative

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: FEBRUARY 24, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Mary Grace Danao	Instructor, Bioenergy	Kevin Brown	01/06/16
Michael Huften	Coordinator, Criminal Justice	Curtis Ivy	01/19/16

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3.0 *Public Comment*

4.0 *Presentations*

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: FEBRUARY 24, 2016

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	22
5.2	Agreement and Contracts	
	5.2.1 Affiliation Agreement – Dr. Richard Wood, DMD, PA	24
5.3	Grant Applications	
	5.3.1 Training Young Researchers in Agricultural Systems Technology \$299,999	25
	5.3.2 2016-2017 Artist Series – <i>Murder on the Nile</i> - \$5,000	26
	5.3.3 Reimagining Agriculture Education in Florida’s Heartland - \$50,000	27
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	28



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: FEBRUARY 24, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PERSONNEL ACTIONS

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

I. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Dow, Amy*	Accounting Specialist	02/15/16
Stetson, Tina**	Financial Services Specialist	02/01/16
Tollison, Jennifer***	Staff Assistant I, Lake Placid Center	03/01/16

*Transferred from Accounts Payable Specialist position

**Transferred from Accounting Specialist position

***Transferred from part-time position

II. APPOINTMENTS, FULL-TIME FACULTY:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Schoen, Todd	Instructor, Nursing	02/01/16

III. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kovacs, Anita	Controller	03/04/16
Kovacs, William	Technical Director, Cultural Programs	03/04/16
Snipe, Dyron	End-User Support Analyst	02/29/16
Urmann, Sandra	Case Data Specialist	04/08/16
Williams II, Wade	General Maintenance	02/24/16

IV. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Mathy, Maria	Technical Program Assistant	04/01/16
Mobley, Preston	Maintenance Tech: HVAC	03/31/16

V. REAPPOINTMENTS, SENIOR ADMINISTRATION, 2016-17:

Name

Little, Glenn W.

Valentine Jr, Sidney E.

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

Name

Teaching Area

Rank

Brastrom, Joy

Basic Home Computer

II

Bridges, Jerome

Criminal Justice

IV

Connell, Noah

Fire Science Programs

IV

Karnes, Glen

Fire Science Programs

IV

Lee, Michael E

Conversational Spanish

II

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.

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OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: FEBRUARY 24, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – DR. RICHARD WOOD, DMA, PA

Approval is requested to enter into a **new** affiliation agreement between Dr. Richard Wood, DMD, PA and South Florida State College for the purpose of making the facilities available to the College's Dental Program which will allow students to be responsible for clients' care as allowed by Florida Statutes Chapter 466 and Florida Administrative Code Chapter 654B5. The contract renews annually.

SUGGESTED MOTION:

Move to approve a new affiliation agreement with Dr. Richard Wood, DMD, PA as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: FEBRUARY 24, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – TRAINING YOUNG RESEARCHERS IN AGRICULTURAL
SYSTEMS TECHNOLOGY

Title: **Training Young Researchers in Agricultural Systems Technology**
Source: USDA Food, Agriculture, Natural Resources, and Human Sciences
Education and Literacy Initiative
Amount: \$299,999.00
Description: The SFSC Agriculture Department is partnering with faculty in Natural Sciences to request funding from the USDA to launch an undergraduate agricultural systems research and extension program. If funded, the program would provide 26 students with experience in agricultural engineering, agriculture operations management, agricultural machinery, irrigation, water control, crop and nutrient management, precision agriculture, environmental quality, and energy efficiency. Funds are requested for faculty expenses, instructional equipment, student travel, instructional materials, and program promotion.

SUGGESTED MOTION:

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



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: FEBRUARY 24, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – 2016-2017 ARTIST SERIES – *MURDER ON THE NILE*

Title: **2016-2017 Artist Series - *Murder on the Nile***
Source: South Arts Blocked Booked Touring Grant Program
Amount: \$5,000.00
Description: SFSC Cultural Programs is partnering with the Manship Theatre in Baton Rouge, Louisiana, to request a touring grant to bring *Murder on the Nile* to eight states in the southeast.

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: FEBRUARY 24, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – REIMAGINING AGRICULTURE EDUCATION IN
FLORIDA’S HEARTLAND

Title: **Reimagining Agriculture Education in Florida’s Heartland**
Source: USDA - *Secondary Education, Two-Year Postsecondary Education, and Agriculture in the K-12 Classroom (SPECA) Challenge Grants Program*
Amount: \$50,000.00
Description: The SFSC Agriculture Department is requesting grant funding to develop new courses and programs in diversified agriculture topics. These courses will allow the SFSC agriculture degree programs to incorporate emerging specialty crops, food processing, and production, precision technologies, biotechnology, and advanced crop disease management practices. The program will also incorporate dual-enrollment course offerings, undergraduate research activities, and agriculture internship opportunities.

SUGGESTED MOTION:

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



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: FEBRUARY 24, 2016

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 January 2016 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	397	549,216.62	230	821,107.90	653	370,659.81	1280	\$1,740,984.33
Dec	300	385,192.61	165	428,934.15	797	392,168.92	1262	\$1,206,295.68
Jan	235	375,696.82	213	543,988.21	508	311,027.41	956	\$1,230,712.44
Feb							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	3204	\$4,117,720.41	1448	\$5,900,804.52	4236	\$2,393,461.37	8888	\$12,411,986.30
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	29	34,208.25	401	955,732.51			430	\$989,940.76
Dec	31	39,311.03	457	892,560.05			488	\$931,871.08
Jan	30	33,973.31	432	813,166.33			462	\$847,139.64
Feb							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	189	\$236,387.51	3027	\$5,972,219.81			3216	\$6,208,607.32

Accounts Payable:						
	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	1,280	1,740,984.33	\$9,974,978.18
December	1,142	1,779,306.86	\$12,402,651.80	1,262	1,206,295.68	\$11,181,273.86
January	948	1,703,609.48	\$14,106,261.28	956	1,230,712.44	\$12,411,986.30
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		8,888	\$12,411,986.30	
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	430	989,940.76	\$4,429,596.60
December	501	949,644.19	\$5,421,240.39	488	931,871.08	\$5,361,467.68
January	471	868,660.22	\$6,289,900.61	462	847,139.64	\$6,208,607.32
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		3216	\$6,208,607.32	

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: FEBRUARY 24, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

I. COURSE REVISION

Remove course as a General Education requirement effective Summer 2016 (201630). The credit hour course will no longer be consider as a General Education only as an elective and a requirement for the honors program.

- **IDH 1107 The Competitive Edge - Honors**

II. COURSE DELETIONS

Courses listed below fall in accordance with Procedure 2092; courses not taught during the past five years and will not be offered in the future should be removed from the College Catalog and Statewide Course Numbering System. Request deletion of the following courses, effective Summer 2016 (201630).

- **ACO 0511 Occupational Accounting on Microcomputers**
- **ACO 0511L Occupational Accounting on Microcomputers Lab**
- **ACO 2807 Payroll Accounting**
- **AGR 2930 Special Topics in Agriculture**
- **BUL 2242 Business Law II**
- **CET 1685C Fundamentals of Network Security and related fee**
- **CET 1686C Intermediate Network Security and related fee**
- **CET 2791 Microsoft Windows Client and related fee**
- **CET 2797 Designing a Windows Network Infrastructure and related fee**
- **CJD 0939 Correctional Officer Exam Review**
- **CJK 0273 Correctional Probation Caseload Management**

- CJK 0276 Correctional Probation Management Information Systems
- ETG 1949 Co-op Education Training Assignment in Engineering Technology
- ETG 2949 Co-op Education Training Assignment in Engineering Technology
- GEB 2930 Selected Topics in General Business
- MAN 2930 Selected Topics in Management
- MAR 2930 Selected Topics in Marketing
- OST 1221C Machine Transcription I and related fee
- OST 2256 Advanced Medical Transcription and related fee
- OST 2930 Selected Topics in Office Systems
- QMB 1001 Mathematics of Finance

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.

8.0 Purchasing and Other Action Items

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: FEBRUARY 24, 2016

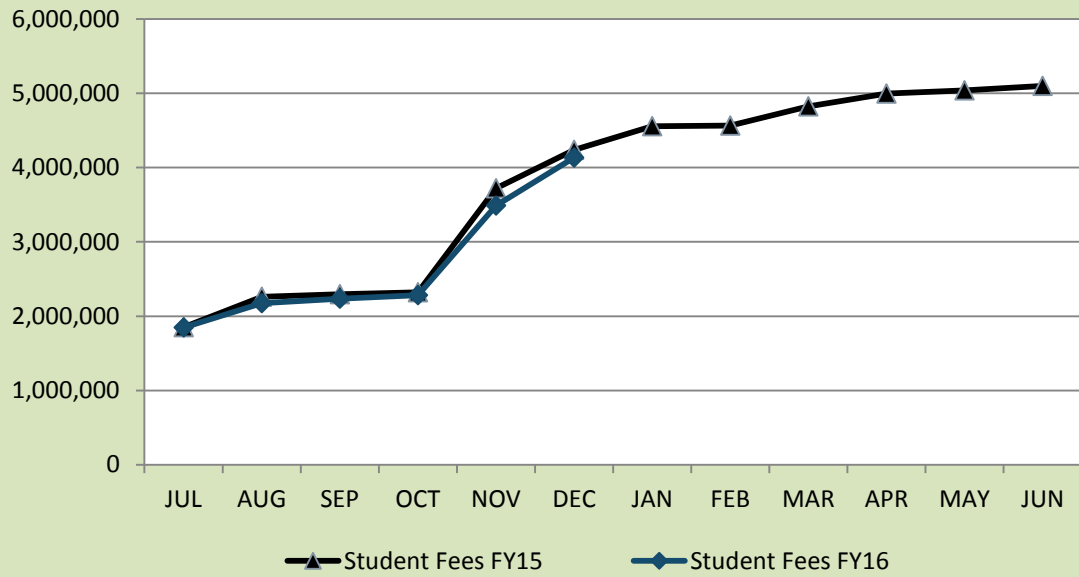
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

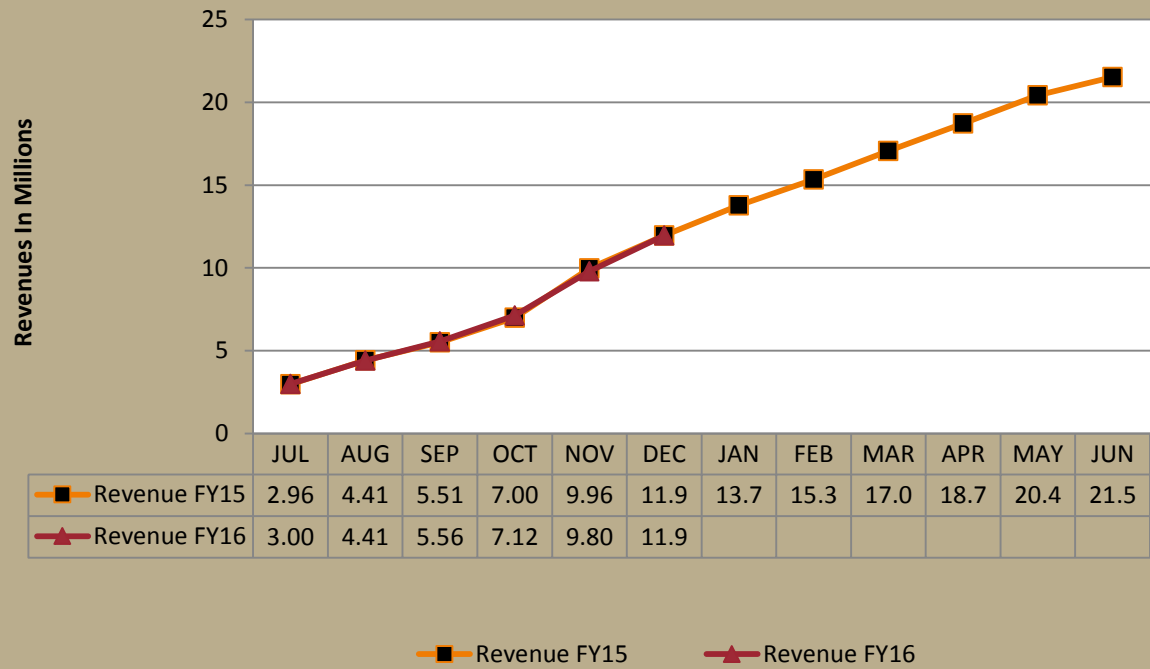
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

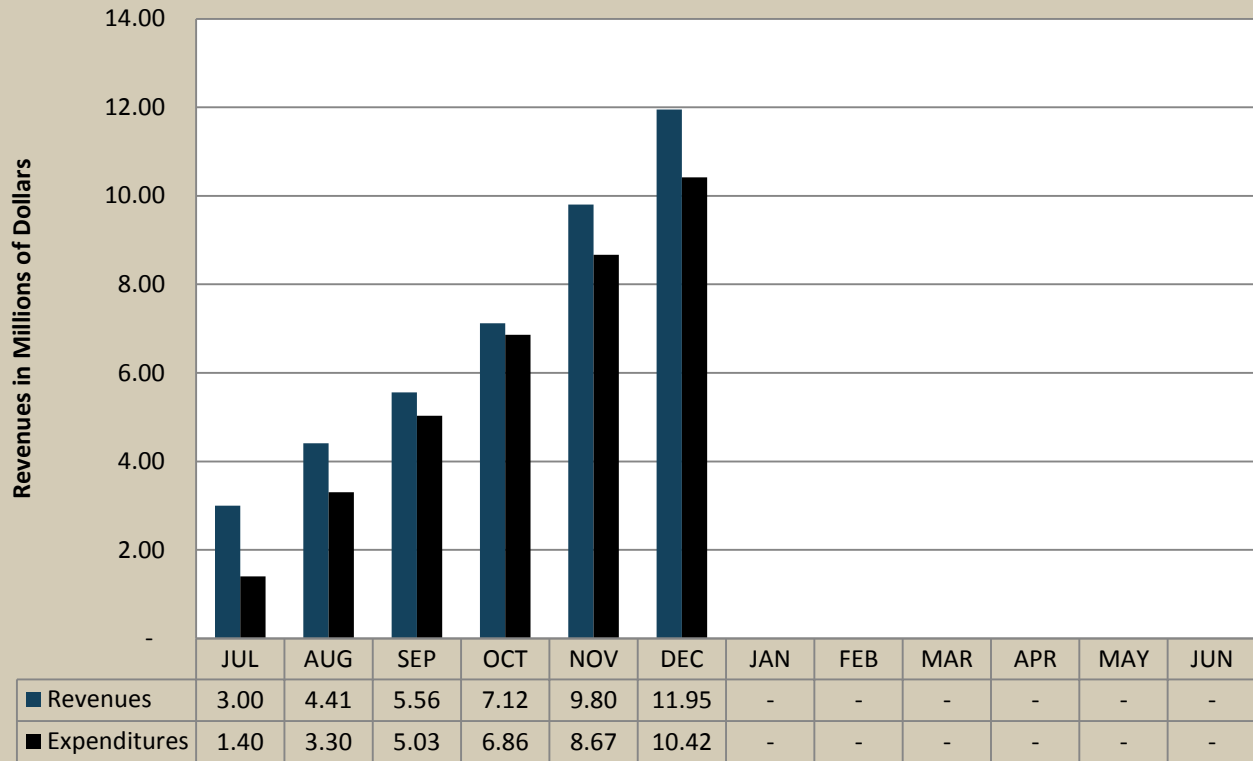
**South Florida State College
Fund 1 Student Fee Revenue, FY 15 vs FY 16**



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



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



South Florida State College					
Revenue and Expenditures					
For the Month Ending December 31, 2015					
Acct Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Tuition and Out of State Fees	4,242,918.00	3,593,426.55	649,491.45	84.69%
404XX	Lab Fees	392,625.00	311,300.05	81,324.95	79.29%
408XX	Technology Fees	189,000.00	160,523.27	28,476.73	84.93%
409XX	Other Student Fees	116,985.00	70,277.14	46,707.86	60.07%
41600	Grants and Contracts from Counties	104,500.00	54,500.00	50,000.00	52.15%
42110	FCSPF-General Revenue	12,132,516.00	6,079,884.00	6,052,632.00	50.11%
4215X	Perform Based Incentive Fnd	603,508.00	267,666.00	335,842.00	44.35%
42210	CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
42610	FCSPF-Lottery	3,433,156.00	1,144,386.00	2,288,770.00	33.33%
439XX	Indirect Costs Recovered	175,750.00	63,208.50	112,541.50	35.97%
44XXX	Contributions	15,127.00	12,533.00	2,594.00	82.85%
46400	Use of College Facilities	71,500.00	27,842.42	43,657.58	38.94%
466XX	Other Sales and Services	256,275.00	156,901.23	99,373.77	61.22%
48100	Interest and Dividends	3,000.00	1,997.36	1,002.64	66.58%
487XX	Fines and Penalties	2,775.00	450.02	2,324.98	16.22%
49XXX	Transfers and Other Revenues	292,760.00	9,431.79	283,328.21	3.22%
	Total Revenue	\$ 22,033,495.00	\$ 11,954,327.33	\$ 10,079,167.67	54.26%
51000	Executive Management	498,342.00	278,717.15	219,624.85	55.93%
52XXX	Instructional	5,773,103.00	2,616,683.16	3,156,419.84	45.33%
53XXX	Other Professional	2,834,599.25	1,395,090.18	1,439,509.07	49.22%
54XXX	Career Staff	2,595,883.93	1,216,375.33	1,379,508.60	46.86%
56XXX	Other Professional-Instructional	1,114,812.00	468,803.39	646,008.61	42.05%
57XXX	Other Professional-Tech/Clerical/Trade	114,990.00	43,333.84	71,656.16	37.68%
58XXX	Student Employment	25,000.00	12,855.89	12,144.11	51.42%
58500	Employees Awards	11,500.00	8,900.00	2,600.00	77.39%
58501	Non-Recurring	118,067.00	120,887.66	(2,820.66)	102.39%
59XXX	Benefits	4,113,703.00	1,794,701.80	2,319,001.20	43.63%
	Total Personnel	\$ 17,200,000.18	\$ 7,956,348.40	\$ 9,243,651.78	46.26%
605XX	Travel	319,106.00	104,187.57	214,918.43	32.65%
61000	Freight and Postage	32,495.00	14,239.23	18,255.77	43.82%
615XX	Perform Based Incentive Fnd-FCSPF	86,000.00	22,880.40	63,119.60	26.61%
62000	Printing	81,025.00	22,156.25	58,868.75	27.34%
625XX	Repairs and Maintenance	1,035,839.02	550,914.52	484,924.50	53.19%
63000	Rentals	163,110.00	78,057.44	85,052.56	47.86%
635XX	Insurance	418,750.00	233,312.81	185,437.19	55.72%
64XXX	Utilities	1,260,600.00	576,960.47	683,639.53	45.77%
645XX	Other Services	603,227.00	294,463.89	308,763.11	48.81%
64700	Grant Aid	4,280.00	1,755.00	2,525.00	41.00%
65XXX	Professional Fees	226,240.00	60,925.70	165,314.30	26.93%
655XX	Education Office/Dept Material Supp	506,827.00	214,192.40	292,634.60	42.26%
657XX	Data Software	32,570.00	9,435.16	23,134.84	28.97%
665XX	Other Materials and Supplies	393,550.00	164,270.29	229,279.71	41.74%
67XXX	Subscriptions/Library Books	49,500.00	28,688.95	20,811.05	57.96%
67500	Purchases for Resale	54,005.00	10,737.63	43,267.37	19.88%
680XX	Scholarships	45,000.00	33,499.57	11,500.43	74.44%
69XXX	Transfers and Other Expenses	90,000.00	29,393.54	60,606.46	32.66%
	Total Current Expenses	\$ 5,402,124.02	\$ 2,450,070.82	\$ 2,952,053.20	45.35%
706XX	Minor Equipment >1000<5000	38,736.00	1,559.10	37,176.90	4.02%
71000	Furniture and Equipment	26,264.00	8,493.06	17,770.94	32.34%
	Total Capital Outlay	\$ 65,000.00	\$ 10,052.16	\$ 54,947.84	15.46%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: FEBRUARY 24, 2016

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 January 2016 meeting of the College District Board of Trustees. The included dates are January 13, 2016 through February 10, 2016. The total amount being reported is **\$8,403.62.**

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 1/13/16 - 2/10/16

Fund	Fund Description	# Gifts	Cash	Pledges	Other	Total
1000	Unrestricted	41	\$5,815.50	\$0.00	\$0.00	\$5,815.50
2000	Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$0.00	\$6.00
5011	SFSC General Scholarship	5	\$76.00	\$0.00	\$0.00	\$76.00
5012	Ben Hill Griffin Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
5014	Joe Johnston/Bette McDearman	1	\$20.00	\$0.00	\$0.00	\$20.00
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	4	\$85.00	\$0.00	\$0.00	\$85.00
5045	Athletic Booster Club	5	\$135.00	\$0.00	\$0.00	\$135.00
5057	Phi Theta Kappa	1	\$10.00	\$0.00	\$0.00	\$10.00
5058	Take Stock In Children - Ops	1	\$5.60	\$0.00	\$0.00	\$5.60
5095	Dental Programs	2	\$45.00	\$0.00	\$0.00	\$45.00
5108	MOFAC	1	\$12.50	\$0.00	\$0.00	\$12.50
5158	TSIC Scholarships	8	\$71.52	\$0.00	\$0.00	\$71.52
6005	Partnership Project	5	\$80.00	\$0.00	\$0.00	\$80.00
6006	Alumni Association Fund	1	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Grand Totals:		84	\$7,403.62	\$1,000.00	\$0.00	\$8,403.62

84 Gift(s) listed

71 Donor(s) listed

Active Projects within the Foundation

TSIC Leadership Council Meeting – 18 7th grade scholarships awarded 3 per Middle Schools of Hardee and Highlands County. 6 10th grade scholarships were awarded to all local high schools.

SFSC Panther 5K – March 5th

Proceeds to benefit the Athletics Associations. Applications are online and hard copy registrations are being accepted. Ads running in the newspapers, on Daily Connection, and throughout our Chamber offices.

SFSC Foundation Gala – April 30th

Masquerade theme, will promote our Gala video showcasing each campus and different students and their stories as to why SFSC is important to them.

Foundation updates

Attended the LP Chamber of Commerce Luncheon

Presenter at the Sebring Chamber of Commerce Luncheon

Sponsored and Attended the Palms of Sebring Gala Dinner with fellow Foundation Board Members

Professional Development Day, handed out over 200 50th Anniversary Commemorative Books to our Employees as a token of our appreciation for all they do for the college.

Commemorative Books selling locations

LP Chamber of Commerce

Foundation Board Members

Each Campus – Lake Placid, DeSoto and Hardee

Campus Store-Highlands Campus

Historical Society - Jacaranda



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: FEBRUARY 24, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT AND FEDERAL RELATIONS REPORT

I. **Funded Grant Proposals**

None to Report

II. **Declined Grant Proposals**

None to Report

III. **Federal Legislative Report**

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