



**SFSC
District Board of Trustees
Regular Meeting
March 23, 2016**

**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: MARCH 23, 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 March 23, 2016 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of March 23, 2016 as presented.

**AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
MARCH 23, 2016
6:00 P.M.**

- 1.0 Call to Order and Preliminary Matters
 - 1.1 Adoption of Agenda
 - 1.2 Approval of Minutes
 - 1.2.1 Regular Meeting – February 24, 2016
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 Employee Retirement Acknowledgements
 - 2.2 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentation
 - 4.1 College/University Partnerships
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.3 Grant Applications
 - 5.3.1 Migrant and Seasonal Farmworkers Program - \$292,451
 - 5.3.2 Pre-Hospital Trauma Life Support - \$36,256.50
 - 5.3.3 Creating Florida's Next Generation of Agriculture Leaders - \$150,000
 - 5.3.4 Agriculture Program Support - \$20,000
 - 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: MARCH 23, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – FEBRUARY 24, 2016

It is recommended that the minutes of the regular meeting held February 24, 2016 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the February 24, 2016 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FEBRUARY 24, 2016**

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

Members Excused:

| | | | |
|-----------------------|----------------------|------------------------|--------------------|
| Staff Present: | Mrs. Jamie Bateman | Mr. Kevin Brown | Ms. Tammy Bush |
| | Mrs. Susie Hale | Mrs. Anita Kovacs | Mr. Glenn Little |
| | Dr. Lindsay Lynch | Dr. Mike McLeod | Mrs. Becky Sroda |
| | Dr. Sidney Valentine | Dr. Chris van der Kaay | Mrs. June Weyrauch |
| | Dr. Tim Wise | Dr. Deborah Fuschetti | Mr. Curtis Ivey |
| | Ms. Lena Phelps | Mr. Michael Huften | Mrs. Cheryl Johns |

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 5:02 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

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held February 24, 2016. 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 by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held January 27, 2016. 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. Dr. Leitzel announced that the Fire Science Dedication will take place March 23, prior to the DBOT Board meeting.

There is a possibility that two spring commencement ceremonies will be held due to the number of graduates walking in commencement. Mrs. Cullens stated that this year's ACCT Leadership Conference will be held the first week of October in New Orleans.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introduction

| Employee | Position | Supervisor | Hired |
|-----------------|-------------------------------|-------------------|--------------|
| Michael Huften | Coordinator, Criminal Justice | Curtis Ivy | 01/19/16 |

3.0 PUBLIC COMMENT

4.0 PRESENTATION

Dr. Leitzel introduced Ms. Lena Phelps and Mrs. Cheryl John, faculty members and advisors of the SFSC Brain Bowl team. Ms. Phelps and Mrs. John brought members of the Brain Bowl team forward to meet the Trustees. They introduced themselves and shared information about the recent regional competition hosted by SFSC on the Highlands Campus. They will travel to Atlanta to compete in a national competition on Friday and Saturday.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

5.2 Agreement and Contracts

Approved entry into a **new** affiliation agreement with Dr. Richard Wood, DMD, PA to provide facilities to the College's Dental Program students. **(EXHIBIT "B")**

5.3 Grant Applications

5.3.1 Training Young Researchers in Agricultural Systems Technology

USDA Food, Agriculture, Natural Resources, and Human Sciences Education and Literacy Initiatives - \$299,999.00

5.3.2 2016-2017 Artist Matinee Series – *Murder on the Nile*

South Arts Blocked Booked Touring Grant Program - \$5,000.00

5.3.3 Reimagining Agriculture Education in Florida's Heartland

USDA – *Secondary Education, Two-Year Postsecondary Education, and Agriculture in the K-12 Classroom* (SPECA) Challenge Grants Program - \$50,000.00

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Warrant Summary

Approved the monthly accounts payable/payroll warrant summary for January 2016. **(EXHIBIT "C")**

Mrs. Cullens made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.4.1 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Valentine introduced the curriculum proposals. **(EXHIBIT "D")**

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

8.0 PURCHASING AND OTHER ACTION ITEMS

None

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 December 2015 as information items. **(EXHIBIT "E")**

Mrs. Rider expressed her appreciation to Mrs. Kovacs her many years of service to the college and wished her well. Her last day of employment with the college is February 29.

Vice President Little discussed the findings from a recent audit regarding the financial aid area – monitoring, access, and controls. He stated that changes have been implemented and controls have been tightened. We will continue to monitor access points and clear documentation will be used going forward.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$8,403.62** from January 13, 2016 through February 10, 2016. She also reported that the active donor report will be brought before the Trustees on a quarterly basis. In addition, Mrs. Bateman shared information on the active projects within the Foundation; SFSC Panther 5K on March 5th; SFSC Foundation on April 30; Foundation updates; and Commemorative books selling locations.

9.3 Grants Development and Federal Relations Report

I. Grants Development Report

Dr. Lynch distributed and reviewed the Grants Development Report dated 2/24/16.

II. Funded Grant Proposals

None

III. Declined Grant Proposals

None

IV. Federal Legislative Report

Dr. Lynch reported on the status of the federal budget and expected FY16 funding opportunities.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Professional Development Day took place February 12th on the Highlands Campus. The focus was on Economic Diversity and Campus Safety. A response plan for campus safety is on a fast-track and will start on the Highlands Campus. The SPD committee, Mrs. Hale, and her staff were commended for their efforts.
2. SFSC awarded 13 students in its honor program the Edward K. Roberts Book Scholarship, an award that helps students cover the cost of textbooks. The students were awarded a merit-based scholarship of a \$250 credit that can be used to purchase textbooks at the campus store on the Highlands Campus.
3. SFSC SGA students, dental students, and FFA students attended this year's Rally in Tally event.
4. A STEM Scholars Heartland Educational Consortium was held February 13 on the Highlands Campus. Approximately 250 students attended.
5. A Fire Science (tower and facility) Dedication will take place Wednesday, March 23, prior to the DBOT Board meeting. Invitations will be sent.
6. Mrs. Becky Sroda, Dean of Health Sciences, gave a report of the exit interview from the ACEN site visit that occurred the end of January. The college will get final word in mid-July.
7. SFSC 50th Anniversary History Publications are on sale. Copies can be purchased through the SFSC Foundation and campus sites.
8. Summarized business items from recent trips to ACCT Legislative Summit and a trip to Tallahassee.
9. Gun Bills: Campus Carry bill and Open Carry bill will not be heard by Senate Judicial Committee.
10. Should know the House and Senate allocation budgets by March 1.
11. Basic Law Enforcement Class 246 graduated February 22.
12. The first of three open house events will be held Thursday, February 25 from 4:30-6:00 p.m. in Building B on the Highlands Campus.
13. The Second Flex Session will begin March 3.
14. The Seventh Annual SFSC Panther 5K Run/Walk takes place March 5 on the Highlands Campus.
15. Due to illness, Jack Jones will replace Bobby Vinson scheduled to perform March 22 at the Alan Jay Wildstein Center for the Performing Arts. Refunds are available.

9.5 Board Attorney's Report

Mrs. Karlson reported that currently there are no legal or regulatory issues to discuss. She informed the Trustees of the upcoming Highlands County Bar Association Inaugural Scholarship Banquet to be held October 20, 2016 in Sebring. Dr. Leitzel was asked to be the keynote speaker for the event. The major service project of the association is the granting of a scholarship each year through the SFSC Foundation. Approximately 200-250 legal members of the community are expected to attend.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Dr. Kirschner stated no report.

Mr. Lambert stated no report.

Mr. Wright stated no report.

Mrs. Cullens stated no report.

Mr. Bryan stated no report.

9.7 Board Chair Report

Mrs. Rider stated that the AFC Trustees Commission Conference in Tallahassee and the ACCT Leadership Summit in Washington, D.C. were very good.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 6:41 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: MARCH 23, 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

| MARCH 2016 | | APRIL 2016 | MAY 2016 |
|--|--|--|--|
| 5 SFSC Panther 5K Walk/Run, Highlands Campus, 8 AM 23 Fire Science Dedication, 3:30 -5:30 PM Highlands Campus, Building P 23 Board Meeting, 6 PM Highlands Campus | | 27 Board Meeting, 6 PM Highlands Campus (Student Activities Presentation) 30 SFSC Foundation Spring Gala and Annual Meeting, 6 PM, Jacaranda Hotel | 5 Spring Commencements 25 Budget Workshop, 4 PM followed by Board Meeting, 6 PM, Highlands Campus |
| JUNE 2016 | | JULY 2016 | AUGUST 2016 |
| 22 Board Meeting, 6 PM Highlands Campus | | 27 Board Meeting, 6 PM Highlands Campus | 24 *Board Meeting, 6 PM Highlands Campus |
| SEPTEMBER 2016 | | OCTOBER 2016 | NOVEMBER 2016 |
| 28 *Board Meeting, 6 PM Highlands Campus | | 5-8 ACCT Leadership Conference, New Orleans 26 *Board Meeting, 6 PM Highlands Campus | 2-4 AFC Annual Meeting and Conference, Lake Buena Vista, FL |
| DECEMBER 2016 | | JANUARY 2017 | FEBRUARY 2017 |
| 7 *Planning Workshop 4 PM, followed by Board Meeting, 6 PM, Highlands Campus 15 Fall Commencement | | 25 *Board Meeting, 6 PM Highlands Campus | 22 *Board Meeting, 6 PM Highlands Campus |

*Tentative

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: MARCH 23, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENTS

Maria L. Mathy began working at South Florida State College September 4, 1989 as a part-time front desk clerk and over the next 26 years she has held positions as a veteran's specialist, financial aid specialist, and currently, a technical program assistant.

Preston (Carl) Mobley began working at South Florida State College July 25, 1988 in the maintenance department as a heating, ventilating and air conditioning technician for over 27 years. Carl also taught air conditioning for the Apprenticeship program for one year.

SUGGESTED MOTION:

Move to recognize the retirements of Maria L. Mathy and Preston (Carl) Mobley for their years of service to South Florida State College.



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: MARCH 23, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

| Employee | Position | Supervisor | Hired |
|-------------------|---------------------------------------|----------------|----------|
| Danielle Ochoa | TSIC, College Success Coach | Irene Castanon | 12/01/15 |
| Todd Schoen | Instructor, Nursing | Michele Heston | 02/01/16 |
| Jennifer Tollison | Staff Assistant I, Lake Placid Center | Randy Paepflow | 03/01/16 |

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

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3.0 *Public Comment*

4.0 *Presentations*



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: MARCH 23, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PRESENTATION – COLLEGE/UNIVERSITY PARTNERSHIPS

Mr. David Lowe, PMP, Navy Program Development Lead and acting Patuxent River Field Officer Manager, Electronic Systems Laboratory at Georgia Institute of Technology will give a presentation on College/University Partnerships.

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5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: MARCH 23, 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 | - |
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| 5.3 | Grant Applications | |
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| | 5.3.2 Pre-Hospital Trauma Life Support - \$36,256.50 | 25 |
| | 5.3.3 Creating Florida's Next Generation of Agriculture Leaders - \$150,000 | 26 |
| | 5.3.4 Agriculture Program Support - \$20,000 | 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: MARCH 23, 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 PROFESSIONAL STAFF:

| <u>Name</u> | <u>Position</u> | <u>Effective Date</u> |
|---|----------------------------------|-----------------------|
| Blandin, Katrina* | Student Services Advisor, Hardee | 03/01/16 |
| *Transferring from Staff Assistant I, Hardee position | | |

II. APPOINTMENTS, FULL-TIME CAREER SERVICES:

| <u>Name</u> | <u>Position</u> | <u>Effective Date</u> |
|---------------|-----------------------------|-----------------------|
| Baxley, Susan | Accounts Payable Specialist | 03/21/16 |

III. TERMINATIONS:

| <u>Name</u> | <u>Position</u> | <u>Effective Date</u> |
|-----------------------|-------------------------------|-----------------------|
| Hegwood, Joseph Marty | Professor, Commercial Driving | 02/29/16 |

IV. RETIREMENTS:

| <u>Name</u> | <u>Position</u> | <u>Effective Date</u> |
|-----------------|------------------------|-----------------------|
| McLeod, Michael | Dean, Academic Support | 06/30/16 |

V. REAPPOINTMENTS, FULL-TIME ADMINISTRATIVE STAFF, 2016-17:

Bateman, Jamie
Batty-Herbert, Kimberly
Crawford, Teresa
Demers, Suzanne
Flores, Robert
Fuschetti, Deborah
Garren, Cynthia
Hale, Susan
Paepflow, Randall

V. **REAPPOINTMENTS, FULL-TIME ADMINISTRATIVE STAFF, 2016-17 (con't):**
Sroda, Rebecca
van der Kaay, Christopher
Wise, Timothy

VI. **REAPPOINTMENTS, FULL-TIME FACULTY, 2016-17:**

Continuing Contract:

Nason, Kimberly
Nicholas, Sonji
Smith, Rodger

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

Bohlman, Brian
Cavedo, Keith
Little, Mary Ann
Macbeth, Verna Michelle
McConnell, Lisa
Miller, Claire
Shepard, Richard
Simmons, Laura

VII. **ADJUNCT FACULTY, 2016-17, ACADEMIC YEAR AS NEEDED:**

| <u>Name</u> | <u>Teaching Area</u> | <u>Rank</u> |
|-----------------|----------------------|-------------|
| Ahadpour, Mehdi | ESOL | II |

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.

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OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: MARCH 23, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – MIGRANT AND SEASONAL FARMWORKER PROGRAM

Title: **Migrant and Seasonal Farmworker Program**

Source: Florida Department of Education
Farmer Career Development Program

Amount: \$292,451.00

Description: The SFSC Migrant and Seasonal Farmworker Program is submitting a request to renew funding in 2016-2017. The requested funds will be used to provide education and training support for migrant and seasonal farmworkers and their dependents. The project provides farmworkers with career-oriented education, career planning, diagnostic testing, English language instruction, and other ancillary support services.

SUGGESTED MOTION:

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



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: MARCH 23, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – PRE-HOSPITAL TRAUMA LIFE SUPPORT

Title: **Pre-Hospital Trauma Life Support**
Source: Florida Department of Health EMS Matching Grant Program
Amount: \$36,256.50
Description: The SFSC EMS and Fire Science Program is requesting funding to create a Pre-Hospital Life Trauma Support (PHTLS) program for EMTs and Paramedics throughout the service district. Currently, PHTLS is too cost-prohibitive for county EMS departments to provide for their staff. Funds will be used to cover instructional expenses, materials, and travel to the county EMS provider locations. The course will also include a “train-the-trainer” component that will establish trainers in each county with the ability to provider refresher sessions for fellow EMTs and Paramedics.

SUGGESTED MOTION:

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



OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: MARCH 23, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – CREATING FLORIDA’S NEXT GENERATION OF
AGRICULTURE LEADERS

Title: **Creating Florida's Next Generation of Agriculture Leaders**
Source: USDA, NIFA
Amount: \$150,000.00
Description: Funds are being requested to establish an agri-business/agriculture management track within the BAS-M degree program, as well as a Center of Excellence in Citrus Education. These programs will focus on providing current and future agriculture students with access to educational experiences and training in agriculture operations management relevant to Florida’s diverse agriculture industry sectors.

SUGGESTED MOTION:

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



OFFICE OF THE PRESIDENT

Item 5.3.4

PRESENT TO BOARD: MARCH 23, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – AGRICULTURE PROGRAM SUPPORT

Title: **Agriculture Program Support**

Source: Mosaic

Amount: \$20,000.00

Description: Funds are being requested to support expansion of the college's current agriculture program. Funds will be used to support faculty expenses and program overhead in the 2016-2017 academic year.

SUGGESTED MOTION:

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



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: MARCH 23, 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 February 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 | 800 | 1,820,371.65 | 227 | 906,431.68 | 772 | 263,603.74 | 1799 | \$2,990,407.07 |
| March | | | | | | | 0 | \$0.00 |
| April | | | | | | | 0 | \$0.00 |
| May | | | | | | | 0 | \$0.00 |
| June | | | | | | | 0 | \$0.00 |
| Totals | 4004 | \$5,938,092.06 | 1675 | \$6,807,236.20 | 5008 | \$2,657,065.11 | 10687 | \$15,402,393.37 |

| 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 | 31 | 30,521.54 | 439 | 832,475.09 | | | 470 | \$862,996.63 |
| March | | | | | | | 0 | \$0.00 |
| April | | | | | | | 0 | \$0.00 |
| May | | | | | | | 0 | \$0.00 |
| June | | | | | | | 0 | \$0.00 |
| Totals | 220 | \$266,909.05 | 3466 | \$6,804,694.90 | | | 3686 | \$7,071,603.95 |

| 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 | 1,799 | 2,990,407.07 | \$15,402,393.37 |
| 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 | | 10,687 | \$15,402,393.37 | |

| 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 | 470 | 862,996.63 | \$7,071,603.95 |
| 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 | | 3686 | \$7,071,603.95 | |

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: MARCH 23, 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. **PROGRAM REVISIONS**

Modify the following computer technology programs to more appropriately align courses with curriculum frameworks, effective Fall 2016 (201710). No change to program lengths.

Network Systems Technology #1740 – AS

- Replace CTS 2305 Implementing Network Infrastructure (Delete) with COP 2170C Principles of Computer Programming
- Remove CTS 2314 Network Defense and Countermeasures (Delete)
- Change CIS 2940 Network Systems Internship from 1-4 to 1-6 credits
- Change Digital Forensics and Network Security CCC program tracks (see program revisions below)

Network Security #3024 - CCC

- Replace CET 1178C PC Support A+ Core Hardware and CET 1179C PC Support A+ OS Technologies with CGS 1061C Fundamentals of Computers (New)
- Replace CET 1588C LAN Support-Network+ with CET 1600C Cisco Networking Fundamentals
- Add CET 2930C Selected Topics in Computer Networking (3 credits)
- Change CET 1660C Computer Network Security from 4 to 3 credits
- Change CGS 1135C Introduction to Computer Forensics from 4 to 3 credits
- Change CTS 1940 Network Security Internship from 1 to 3 credits

Digital Forensics #3026 - CCC

- Replace CET 1178C PC Support A+ Core Hardware and CET 1179C PC Support A+ OS Technologies with CGS 1061C Fundamentals of Computers (New)
- Replace CET 1588C LAN Support-Network+ with CET 1600C Cisco Networking Fundamentals

- Add CET 2930C Selected Topics in Computer Networking (3 credits)
- Change CET 1660C Computer Network Security from 4 to 3 credits
- Change CGS 1135C Introduction to Computer Forensics from 4 to 3 credits
- Change CTS 1940 Network Security Internship from 1 to 3 credits

Help Desk Support Technician #3028 - CCC

- Replace CET 1178C PC Support A+ Core Hardware and CET 1179C PC Support A+ OS Technologies with CGS 1061C Fundamentals of Computers (New)
- Replace CTS 2305 Implementing Network Infrastructure (Delete) with CET 1600C Cisco Networking Fundamentals
- Replace CTS 1940 Network Security Internship with CIS 2940 Network Systems Internship
- Add OST 1581 Professional Development in the Workplace (3 credits)

II. COURSE REVISIONS

Revise following courses' credits, prerequisites, and corequisites to align with curriculum framework standards, effective Fall 2016 (201710).

CET 1660C Computer Network Security – add CGS 1061C, CET 1600C or Instructor's Approval as prerequisite and CET 2930C as corequisite and change credits from 4 to 3

CET 2662C Security Testing and Auditing – add CGS 1061C, CET 1600C or Instructor's Approval as prerequisite

CET 2880C Data Forensics I – add CET 1660C, CGS 1135C or Instructor's Approval as prerequisite

CET 2881C Data Forensics II – add CET 2880C or Instructor's Approval as pre-corequisite

CGS 1135C Introduction to Computer Forensics – add CGS 1061C, CET 1600C or Instructor's Approval as prerequisite and change credits from 4 to 3

CIS 2352C Ethical Hacking I – add CET 1660C, CGS 1135C or Instructor's Approval as prerequisite

CIS 2358C Operating System Security – add CGS 1061C or Instructor's Approval as prerequisite

CIS 2359C Ethical Hacking II – add "or Instructor's Approval" to prerequisite and CIS 2352C or Instructor's Approval as corequisite

CIS 2940 Network Systems Internship – add Instructor's Approval as prerequisite and change variable credits from 1-4 to 1-6

CTS 1156 Desktop Support – add CGS 1061C, CET 1600C or Instructor's Approval as prerequisite

CTS 1940 Network Security Internship – add Instructor's Approval as prerequisite

CTS 2142 Project Management - add CGS 1061C, CET 1600C or Instructor's Approval as prerequisite

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.

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

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8.0 Purchasing and Other Action Items

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: MARCH 23, 2016

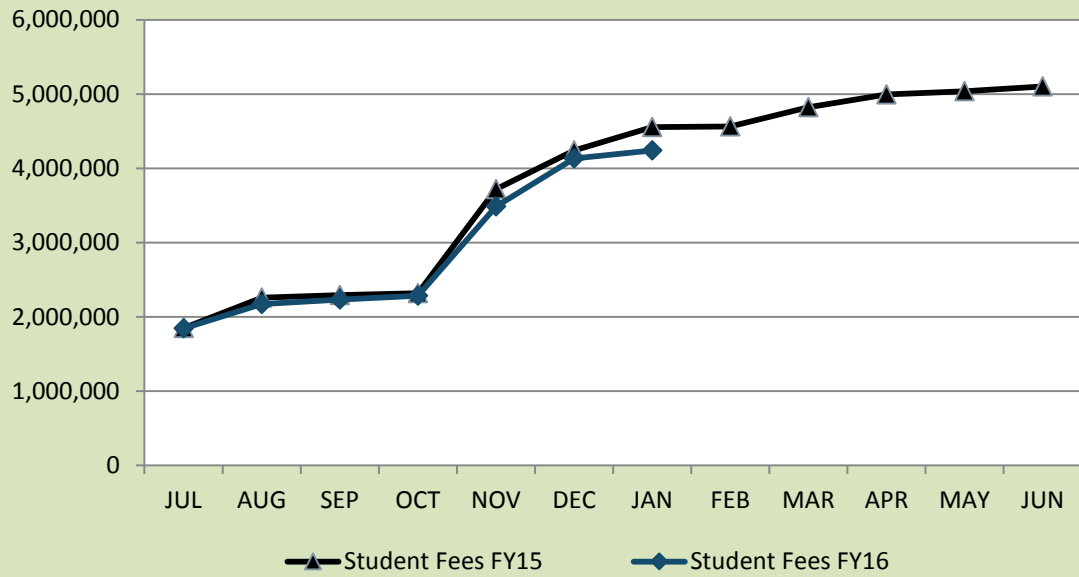
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

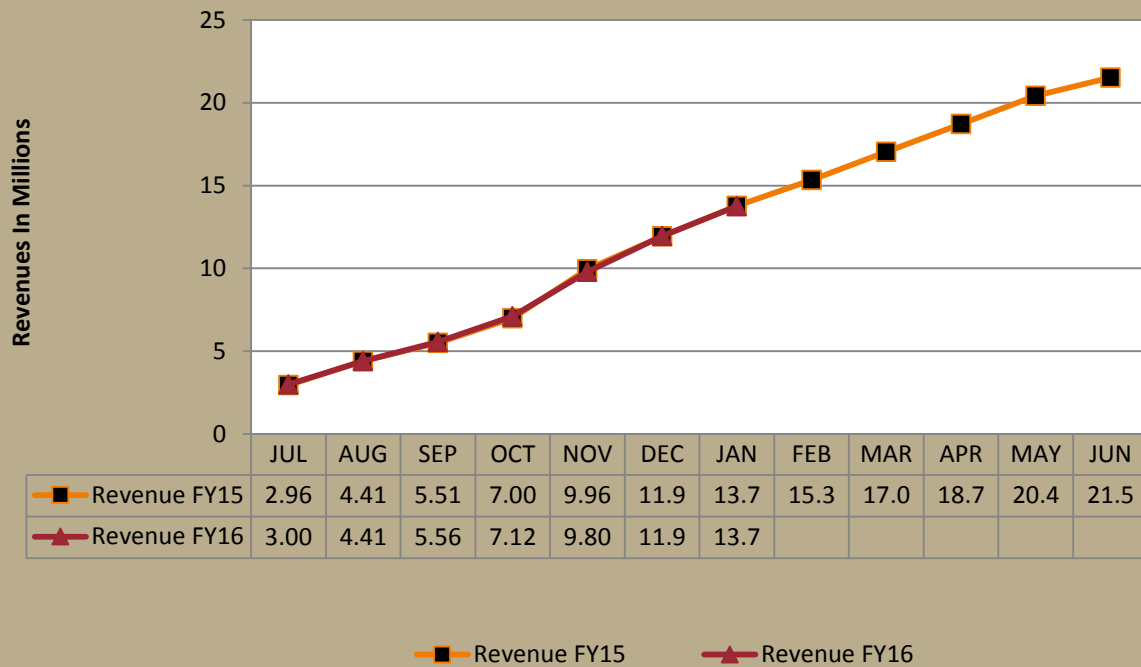
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached for your review are the graphs and a summary of revenues and expenditures of the College through January, 2016.

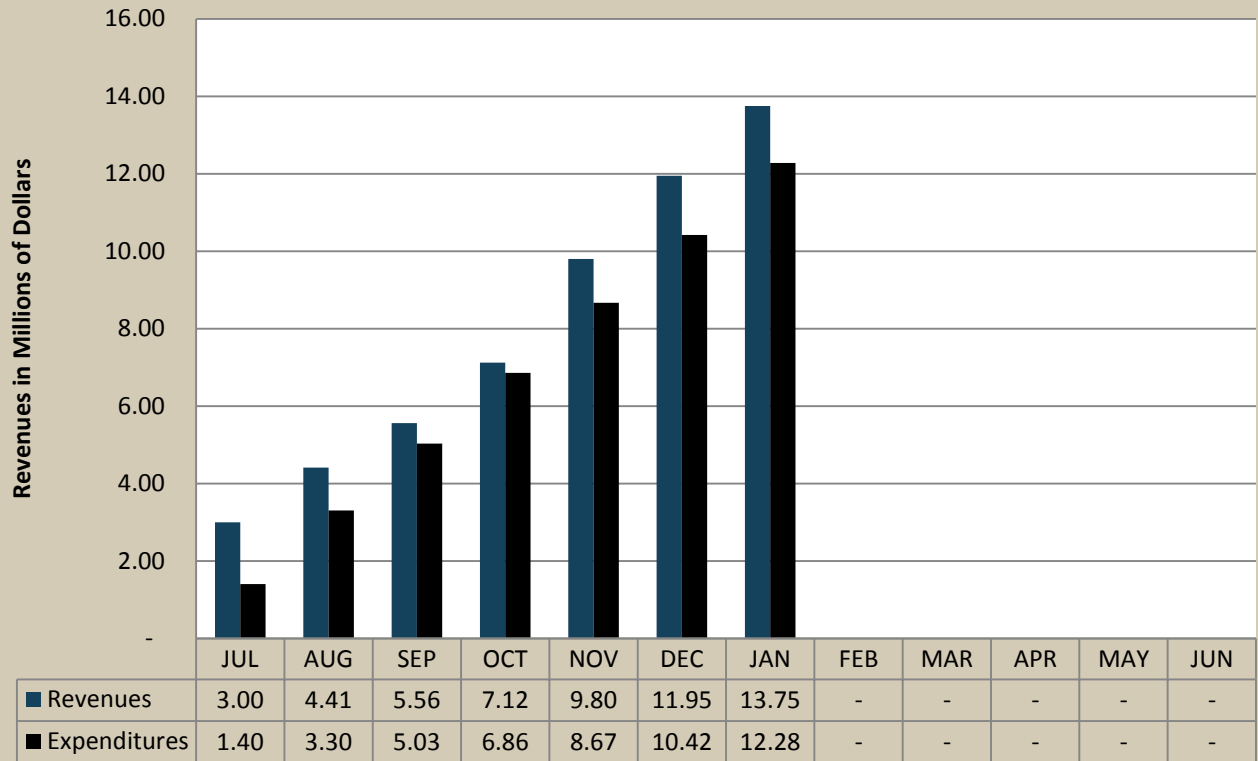
**South Florida State College
Fund 1 Student Fee Revenue, FY 15 vs FY 16**



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 Month Ending January 31, 2016 | | | | | |
| Acct Code | Account Title | Budget Amount | Amount | Difference | Percentage Collected/Spent to Date |
| 401XX | Tuition and Out of State Fees | 4,242,918.00 | 3,868,114.11 | 374,803.89 | 91.17% |
| 404XX | Lab Fees | 392,625.00 | 325,943.05 | 66,681.95 | 83.02% |
| 408XX | Technology Fees | 189,000.00 | 161,552.60 | 27,447.40 | 85.48% |
| 409XX | Other Student Fees | 116,985.00 | 80,820.68 | 36,164.32 | 69.09% |
| 41600 | Grants and Contracts from Counties | 104,500.00 | 54,500.00 | 50,000.00 | 52.15% |
| 42110 | FCSPF-General | 12,132,516.00 | 7,137,963.00 | 4,994,553.00 | 58.83% |
| 4215X | Performance Based Incentive | 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 | 1,525,848.00 | 1,907,308.00 | 44.44% |
| 439XX | Indirect Costs Recovered | 175,750.00 | 77,537.75 | 98,212.25 | 44.12% |
| 44100 | Cash Contributions | 15,127.00 | 14,983.00 | 144.00 | 99.05% |
| 46400 | Use of College Facilities | 71,500.00 | 38,248.98 | 33,251.02 | 53.50% |
| 466XX | Other Sales and Services | 256,275.00 | 179,361.24 | 76,913.76 | 69.99% |
| 48100 | Interest and Dividends | 3,000.00 | 2,114.18 | 885.82 | 70.47% |
| 487XX | Fines and Penalties | 29,485.00 | 15,234.19 | 14,250.81 | 51.67% |
| 49XXX | Transfers and Other Revenues | 266,050.00 | 1,097.32 | 264,952.68 | 0.41% |
| | Total Revenue | \$22,033,495.00 | \$ 13,750,984.10 | \$ 8,282,510.90 | 62.41% |
| 51XXX | Management | 1,816,000.00 | 1,101,596.31 | 714,403.69 | 60.66% |
| 52XXX | Instructional | 4,455,445.00 | 2,301,666.47 | 2,153,778.53 | 51.66% |
| 53XXX | Other Professional | 2,834,599.25 | 1,644,300.18 | 1,190,299.07 | 58.01% |
| 54XXX | Career Staff | 2,595,883.93 | 1,434,374.63 | 1,161,509.30 | 55.26% |
| 56XXX | Other Professional-Instructional | 1,114,812.00 | 539,318.96 | 575,493.04 | 48.38% |
| 57XXX | Other Professional-Tech/Clerical/Trade | 114,990.00 | 49,662.40 | 65,327.60 | 43.19% |
| 58XXX | Student Employment | 25,000.00 | 14,270.68 | 10,729.32 | 57.08% |
| 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 | 2,111,345.32 | 2,002,357.68 | 51.32% |
| | Total Personnel | \$17,200,000.18 | \$ 9,326,322.61 | \$ 16,513,191.54 | 54.22% |
| 605XX | Travel | 319,106.00 | 127,890.86 | 191,215.14 | 40.08% |
| 61000 | Freight and Postage | 32,495.00 | 14,315.66 | 18,179.34 | 44.05% |
| 615XX | Telecommunications | 86,000.00 | 35,660.41 | 50,339.59 | 41.47% |
| 62000 | Printing | 76,025.00 | 26,509.06 | 49,515.94 | 34.87% |
| 625XX | Repairs and Maintenance | 1,035,839.02 | 598,208.38 | 437,630.64 | 57.75% |
| 63000 | Rentals | 163,110.00 | 93,954.41 | 69,155.59 | 57.60% |
| 635XX | Insurance | 418,750.00 | 233,312.81 | 185,437.19 | 55.72% |
| 64XXX | Utilities | 1,260,600.00 | 680,707.46 | 579,892.54 | 54.00% |
| 645XX | Other Services | 610,227.00 | 428,503.66 | 181,723.34 | 70.22% |
| 64700 | Grant Aid | 4,280.00 | 1,840.00 | 2,440.00 | 42.99% |
| 65XXX | Professional Fees | 226,240.00 | 102,464.50 | 123,775.50 | 45.29% |
| 655XX | Education Office/Dept Materials | 506,827.00 | 251,216.98 | 255,610.02 | 49.57% |
| 657XX | Data Software | 32,570.00 | 28,795.18 | 3,774.82 | 88.41% |
| 665XX | Other Materials and Supplies | 391,550.00 | 201,612.09 | 189,937.91 | 51.49% |
| 67XXX | Subscriptions/Library | 49,500.00 | 46,863.56 | 2,636.44 | 94.67% |
| 67500 | Purchases for Resales | 54,005.00 | 19,775.80 | 34,229.20 | 36.62% |
| 680XX | Scholarships | 45,000.00 | 44,512.97 | 487.03 | 98.92% |
| 69XXX | Transfers and Other Expenses | 90,000.00 | 6,482.70 | 83,517.30 | 7.20% |
| | Total Current Expenses | \$ 5,402,124.02 | \$ 2,942,626.49 | \$ 2,459,497.53 | 54.47% |
| 706XX | Minor Equipment >1000<5000 | 42,897.00 | 3,729.70 | 39,167.30 | 8.69% |
| 71000 | Furniture and Equipment | 22,103.00 | 8,493.06 | 13,609.94 | 38.42% |
| | Total Capital Outlay | \$ 65,000.00 | \$ 12,222.76 | \$ 52,777.24 | 18.80% |



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: MARCH 23, 2016

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 following chart presents a summary listing of all donations and pledges made to the SFSC Foundation since the February 2016 meeting of the College District Board of Trustees. The included dates are February 10, 2016 through March 8, 2016. The total amount being reported is **\$44,070.19**.

II. Foundation Update

- 7th Annual SFSC Panther 5K
- Gala video with student testimonials from each campus

III. Take Stock in Children

- TSIC staff visited Tallahassee during the TSIC Leadership Summit
- TSIC students and staff did a site visit to Florida Gulf Coast University in Fort Myers

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South Florida State College Foundation, Inc.

Gift Summary Report 2/10/16 - 3/8/2016

| Fund ID | Fund Description | Gift Count | Cash | Pledges | Other | Total |
|---------|------------------------------|------------|-------------|------------|---------|-------------|
| 1000 | Unrestricted | 47 | \$13,803.00 | \$0.00 | \$0.00 | \$13,803.00 |
| 2000 | Jacaranda Restoration Fund | 1 | \$6.00 | \$0.00 | \$0.00 | \$6.00 |
| 5011 | SFSC General Scholarship | 9 | \$901.00 | \$0.00 | \$0.00 | \$901.00 |
| 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 | 7 | \$53.36 | \$0.00 | \$0.00 | \$53.36 |
| 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 |
| 5057 | Phi Theta Kappa | 1 | \$10.00 | \$0.00 | \$0.00 | \$10.00 |
| 5095 | Dental Programs | 4 | \$15,045.00 | \$0.00 | \$14.43 | \$15,059.43 |
| 5108 | MOFAC | 1 | \$12.50 | \$0.00 | \$0.00 | \$12.50 |
| 5133 | TAG - The SFSC Artists Group | 1 | \$500.00 | \$0.00 | \$0.00 | \$500.00 |
| 5158 | TSIC Scholarships | 10 | \$12,397.47 | \$0.00 | \$0.00 | \$12,397.47 |
| 6005 | Partnership Project | 5 | \$80.00 | \$0.00 | \$0.00 | \$80.00 |
| 6006 | Alumni Association Fund | 3 | \$176.93 | \$1,000.00 | \$0.00 | \$1,176.93 |

Grand Totals:

96 \$43,055.76 \$1,000.00 \$14.43 \$44,070.19

96 Gift(s) listed

83 Donor(s) listed



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: MARCH 23, 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.