



**SFSC  
District Board of Trustees  
Annual Meeting  
July 20, 2016**

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

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**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**

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**1.0 *Call to Order and Preliminary Matters***



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: JULY 20, 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: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of July 20, 2016 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of July 20, 2016 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

**ANNUAL MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
JULY 20, 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 Budget Workshop – June 15, 2016
    - 1.2.2 Regular Meeting – June 15, 2016
  - 1.3 Reorganization of the Board
  - 1.4 Adoption of the 2016-2017 Meeting Schedule and Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 Employee Retirement Acknowledgement
  - 2.2 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentation
  - 4.1 Review of College Organization
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Agreements and Contracts
    - 5.2.1 Dual Enrollment Agreement – DeSoto County School Board
    - 5.2.2 Dual Enrollment Agreement – Hardee County School Board
    - 5.2.3 Dual Enrollment Agreement – Highlands County School Board
    - 5.2.4 Memorandum of Understanding Agreement – Okeechobee County School Board
  - 5.3 Grant Applications
    - 5.3.1 Optimizing the Effectiveness of Bactericide Application for Managing HLB Infection - \$2,175,000.00
  - 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
  - 7.2 Fee Proposals

- 8.0 Other Action Items
  - 8.1 Highlands County Sheriff's Office Agreement
- 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: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – BUDGET WORKSHOP – JUNE 15, 2016

It is recommended that the minutes of the budget workshop held June 15, 2016 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the June 15, 2016 budget workshop as presented.**

**BUDGET WORKSHOP MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JUNE 15, 2016**

**Members Present:**

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

**Staff Present:**

Mrs. Jamie Bateman	Mrs. Ashley Bennett
Mr. Jerry Donna	Dr. Robert Flores
Dr. Deborah Fuschetti	Ms. Cindy Garren
Mrs. Susie Hale	Mrs. Deborah Latter
Mr. Glenn Little	Ms. Melissa Lee
Dr. Lindsay Lynch	Ms. Robin Southwell
Mrs. Becky Sroda	Dr. Sidney Valentine
Dr. Chris van der Kaay	Mrs. June Weyrauch
Dr. Tim Wise	

**Excused:**

Dr. Louis H. Kirschner

**CALL TO ORDER**

The budget workshop of the District Board of Trustees was called to order at 1:05 p.m. on the Highlands Campus by Board Chair, Mrs. Kris Y. Rider.

**1. 2016-2017 Budget Proposal**

- a. Dr. Leitzel began the workshop with a summary of the 2016-2017 Budget Proposal.
- b. Vice President Little addressed the Status Reports – Summary of Fee Rates and Revenues; and the Summary of Expenditures.
- c. Dr. van der Kaay explained the Planning Information – the Institutional Effectiveness Model, SFSC Assessment Budget and Planning Calendar, and the FTE Trend Information.
- d. Vice President Little discussed Student Fee Rates 2016-2017 and the Proposed Revenue Budget. He noted that there will be no increase with Student Fee Rates.
- e. Vice President Little presented the Personnel Budget for Fiscal Year 2016-2017. He also provided a copy of the proposed SFSC Salary Schedule 2016-17 for the Trustees review.
- f. Vice President Little discussed the annualization of changes that occurred during the 2015-16 fiscal year. He addressed the reorganization of several departments to gain efficiencies and to better align resources.
- g. Vice President Little addressed the reclassifications and salary equity adjustments for changes in responsibilities and/or professional development, including salary adjustments

- for thirteen (13) faculty advancing in rank or meeting Salary Schedule milestone years of service goals (e.g. continuing contract status or ten (10) years of service).
- h. Vice President Little discussed a 2.5% increase in salaries and hourly rates for all eligible full- and part-time employees, including adjustments to adjunct instructor and stipend rates.
  - i. Vice President Little reviewed the Current Expenditures and Capital Outlay Budget for Fiscal Year 2016-2017. He reported a projected fund balance for 6/30/16 of \$2,203,365 with a projected fund balance percentage of 9.00%. Vice President Little also reported a proposed projected fund balance for 6/30/17 of \$1,730,509 with a projected fund balance percentage of 7.00%.
  - j. Vice President Little discussed the Capital Outlay Budget for Fiscal Year 7/1/16-6/30/17.
  - k. Vice President Little recommended Board action for the 2016-2017 Budget Proposal to take place during the regular Board meeting following the workshop.

## **2. COMMENTS**

Mr. Ken Lambert expressed concern that our Baccalaureate Programs were down in FTE and the College has spent a lot of time and money.

Mrs. Lana Puckorius stated the same concern as Mr. Ken Lambert with the Baccalaureate Programs.

Mr. Joe Wright questioned the Indirect Cost Federal on the Proposed Revenue Budget because of the decrease of 17.14%.

Mrs. Lana Puckorius suggested the percentages should be throughout the Section 4 of the Operating Budget for reference.

Mrs. Tami Cullens questioned the 2.5% across the board increase in salaries. Vice President Little explained the justification of the 2.5% increase based upon the CPI's.

Dr. Leitzel commended Vice President Little, Mrs. Hale, Ms. Lee and Mrs. Weyrauch for their work on this year's budget preparation.

Mrs. Kris Y. Rider asked that the workshop adjourn and for a 10-minute break before the start of the regular Board meeting.

There being no further discussion, the Budget Workshop adjourned at 3.24 p.m.





OFFICE OF THE PRESIDENT

Item 1.2.2

PRESENT TO BOARD: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – JUNE 15, 2016

It is recommended that the minutes of the regular meeting held June 15, 2016 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the June 15, 2016 regular meeting 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

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
June 15, 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

<b>Staff Present:</b>	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Ms. Mollie Doctrow
	Dr. Robert Flores	Ms. Cindy Garren	Mrs. Courtney Green
	Mrs. Susie Hale	Mrs. Deborah Latter	Mr. Glenn Little
	Ms. Melissa Lee	Dr. Lindsay Lynch	Mr. Lynn MacNeill
	Ms. Robin Southwell	Mrs. Becky Sroda	Dr. Sidney Valentine
	Dr. Chris van der Kaay	Mrs. June Weyrauch	Dr. Tim Wise

**Others Present:** Mr. Terry Atchley      Mrs. Barbara Kirschner

**CALL TO ORDER**

At 3:41 p.m., the regular meeting of the District Board of Trustees was called to order on 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 June 15, 2016 agenda of the regular meeting with two modifications.** 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**

**Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held April 27, 2016 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.**

**1.3 Review of Agenda Master Calendar**

The Agenda Master Calendar was reviewed. Mrs. Cullens stated that the ACCT National Legislative Summit will be held February 13-17, 2017 in Washington, D.C.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

**2.1 Employee Retirements**

**Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to acknowledge the retirements of Mrs. Mollie Doctrow, Dean Mike McLeod, and Mrs. Mary Wolfe for their many years of service to the college.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

None

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments, administrators; full-time faculty; career service staff; resignations; retirements; reappointments, adjunct faculty 2015-16, full-time professional staff, full-time faculty 2016-17, full-time professional staff 2016-17, full-time career staff 2016-17 ; and adjunct faculty 2016-17 academic year as needed. **(EXHIBIT "A")**

**5.2 Agreement and Contracts**

- 5.2.1** Approved the renewal of a training provider agreement with CareerSource Heartland as presented. **(EXHIBIT "B")**
- 5.2.2** Approved the renewal of a training provider agreement with CareerSource Heartland as presented. **(EXHIBIT "C")**
- 5.2.3** Approved the renewal of a training agreement with CareerSource Southwest Florida as presented. **(EXHIBIT "D")**
- 5.2.4** Approved the renewal of a training agreement with CareerSource Polk as presented. **(EXHIBIT "E")**
- 5.2.5** Approved the renewal of a lease agreement with Tri-County Human Services, Inc. as presented. **(EXHIBIT "F")**

**5.3 Grant Applications**

**5.3.1 Adult General Education (AGE)**

Florida Department of Education \$ 217,863.00

**5.3.2 2016-2017 Perkins Roll-Forward Funding**

Florida Department of Education \$ 2,658.00

**5.3.3 EL/Civics Highlands**

US Department of Education \$ 44,544.00

**5.3.4 EL/Civics Hardee**

US Department of Education

\$ 23,642.00

**5.4 Operational Actions**

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

Approved the monthly accounts payable/payroll warrant summary for April 2016. **(EXHIBIT “G”)**

**5.4.2 Addition to Customer Billing List – Ole South Auto Salvage**

Approved the addition of Ole South Auto Salvage to the College’s customer billing list for student third party billing as presented. **(EXHIBIT “H”)**

**Mr. Backer made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.4.2 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 “I”)**

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

**8.0 PURCHASING AND OTHER ACTION ITEMS**

**8.1 SFSC 2016-2017 Budget Proposal**

Dr. Leitzel presented a request to approve the Operating Budget for 2016-2017, including the student fee rates (which reflect no increase in tuition or fees) and salary schedule, 2016-2017 Capital Outlay Budget, as well as the 2.5% across the board increase in salary and hourly rates for all eligible full- and part-time employees, including adjustments to adjunct instructor and stipend rates included in the Budget Workshop Packet. **(EXHIBIT “J”)**

**Mr. Wright made a motion, seconded by Mr. Lambert, to approve the Operating Budget for 2016-2017, including the student fee rates and salary schedule, as well as the 2016-2017 Capital Outlay Budget as presented at the Budget Workshop. The Operating Budget includes a 2.5% across-the-board raise for all eligible full- and part-time employees.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**8.2 President Leitzel's Employment Contract**

DBOT Chair Rider presented a recommendation to approve President Leitzel's employment contract by extending his contract from July 1, 2016 to June 30, 2019. **(EXHIBIT "K")**

**Mr. Wright made a motion, seconded by Mr. Lambert, to approve President Leitzel's employment contract by extending his contract from July 1, 2016 to June 30, 2019.** 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.** President Leitzel thanked the Board of Trustees for their support.

**Mr. Wright made a motion, seconded by Dr. Kirschner, to approve President Leitzel's contract with a 2.5% increase to the base 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.**

**8.3 Recertification of Direct Support Organization**

Mrs. Bateman presented a request to accept the SFSC Foundation 2015 Independent Audit and IRS Form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization for the 2016-2017 fiscal year. **(EXHIBIT "L")**

**Mr. Lambert made a motion, seconded by Mr. Wright, to accept the SFSC Foundation 2015 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the College as a direct support organization for the 2016-17 fiscal year.** 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. Terry Atchley thanked the Board of Trustees for their support.

**8.4 Eucalyptus Avenue Special Warranty Deed**

Mrs. Karlson presented a request to accept the dedication of Eucalyptus Avenue as described in the Warranty Deed presented, WITH/WITHOUT reservation language and direct and authorization the Board Chair to execute the same.

**Mr. Lambert made a motion, seconded by Mrs. Puckorius, to table the dedication of Eucalyptus Avenue Warranty Deed 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.**

**8.5 Annual Facilities Inspection Summary Report**

Vice President Little presented a request to accept the SFSC Fire, Sanitation, and Casualty Inspection reports for the 2015-2016 year as presented. **(EXHIBIT "M")**

Vice President Little stated he would like to remove the old fire escape stairway that is no longer safe to use.

Dr. Robert Flores noted that he had brought in a specialist to assess the fire escape that Vice President Little mentioned and it was deemed unsafe.

**Mrs. Cullens made a motion, seconded by Mr. Wright, to accept the Fire, Sanitation, and Casualty Inspection reports for the 2015-2016 year as presented.**

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

## 9.0 REPORTS

### 9.1 Financial Report

Ms. Lee reported on the financial graphs and a summary of revenue and expenditures through the month of April 2016 as information items.  
(EXHIBIT "N")

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$132,252.64** from April 13, 2016 through May 31, 2016 and reviewed a donor/donation report. She stated that she would like to get more alumni involved in Foundation events. Mrs. Bateman gave an Alumni Awareness campaign update to get alumni involved. She also reported that the Highlands County Bar Association is partnering with the Foundation for scholarships. Mrs. Bateman reported that Take Stock in Children received a Gold level score card for the program and had 23 high school graduates for 2016. She also stated that the Jarrett Family Foundation will donate the proceeds from their annual 5K Walk/Run to the Take Stock in Children program.

### 9.3 Grants Development and Federal Relations Report

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

Dr. Lynch distributed and reviewed the Grants Development Report dated 6/15/16.

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

##### A. **Panther Youth Partners**

CareerSource Heartland	\$1,200,000.00
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##### B. **Murder on the Nile**

South Arts	\$ 3,884.00
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##### C. **Healthy Smiles for Highlands County**

Highlands County Hospital District	\$ 12,000.00
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#### III. **Declined Grant Proposal**

##### **Heartland Takes**

National Endowment for the Arts Our Town Program	\$ 122,000.00
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#### IV. **Federal Legislative Report**

Dr. Lynch reported on the status of the federal budget and expected FY17 funding opportunities. She also discussed recommended Pell changes, Higher Education funding and the "Perkins V".

Mr. Lambert asked Dr. Lynch about opportunities for our Hispanic students. Dr. Lynch referenced the HIS-Stem grant.

**9.4 President's Report**

Dr. Leitzel reported on the following college activities:

1. Discussed the Performance Funding, 2016-17 Proposed Modifications and 2016-17 Proposed Thresholds.
2. Announced that SFSC's performance was a "Silver" with a score of 27.31 and received \$411,973 for the fiscal year.
3. Announced that Roger Maris' grandson has signed with SFSC Baseball team.
4. Announced and presented a new enrollment campaign for SFSC by WDM.
5. Asked DBOT for their approval for him to publicly support the Highlands County Sales Tax Referendum.
6. Reported that the Dental Hygiene Spring graduation class achieved a 100% pass rate.
7. Trustees signed a letter of appreciation to Governor Rick Scott for hosting the Workforce Summit.
8. Reported updates from the June 3<sup>rd</sup> Council of President's meeting and comments made by Senator Negron. Board members engaged in a lengthy discussion on how to respond and/or address the opinions of Senator Negron with respect to the state college system.

**9.5 Board Attorney**

Mrs. Karlson stated no report.

**9.6 Board Members' Reports**

Mrs. Puckorius stated she would like a new ice cooler for the DBOT meetings. She applauded the "Silver" standing that SFSC received.

Mr. Backer thanked Vice President Little for the Budget Proposal. He wished June Weyrauch a Happy Birthday and welcomed Ashley Bennett as President Leitzel's new executive assistant.

Mr. Lambert stated no report.

Mr. Wright reported that at the Minority Male Initiative ~~that~~ the students looked up to and said how important Mr. Robert Hampton was to them.

Dr. Kirschner stated that the recent Governor's Summit in Orlando was great.

Mrs. Cullens stated that there will be a Trustee conference call regarding learning fees. A breakout session is being considered for November. She also stated there is discussion about holding webinars for State of Florida Trustees. She stated that Palm Beach State College is concerned about fee waivers.

Mr. Bryan stated no report.

**9.7 Board Chair Report**

Mrs. Rider stated that she enjoyed the recent Governor's Summit held in Orlando.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 6:14 p.m.



OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REORGANIZATION OF THE BOARD

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

1. Election of Chair for 2016-2017
2. Election of the Vice Chair for 2016-2017
3. Election of the SFSC Foundation Liaison for 2016-2017



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

**POLICY NO. 2.02**

**TITLE:** SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES

**LEGAL AUTHORITY:** FLORIDA CONSTITUTION

ARTICLE 1, SECTION 9 AND ARTICLE IV, SECTION 7

FLORIDA STATUTES: 1001.61-65, 112.313, 112.52

STATE BOARD OF EDUCATION RULE 6A-14.024

**OFFICE OF PRIMARY RESPONSIBILITY:** PRESIDENT'S OFFICE

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

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

**A. General:**

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

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

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

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

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

Board members should maintain the highest levels of integrity in the performance of their duties. Accordingly, all members of the Board shall avoid any conflict of interest or appearance of impropriety.

Any member who has direct or indirect interest in any matter presented to the District Board shall notify the chair of the Board of that potential conflict and shall not participate in any discussion, decision, vote, or proceedings of the District Board in connection with that matter.

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

**B. Meetings:**

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

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

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

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

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

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

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

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

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

**C. Election of Board officers:**

The Board officers elected by and from the Board of Trustees shall be a chairperson, a vice chairperson, and such other Board officers as may be determined by the Board. The Board

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

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

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

**D. Legal services to the Board:**

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

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

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

**HISTORY: Last Reviewed 6/27/12**

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

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

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



OFFICE OF THE PRESIDENT

**Item 1.4**

PRESENT TO BOARD: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REVIEW OF AGENDA MASTER CALENDAR

Action Item:

The schedule of meetings for the 2016-2017 academic year located on the following page is recommended for your consideration.

Information:

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

**SUGGESTED MOTION:**

**Move to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2016-2017 academic year as presented.**

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

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

<b>Wednesday, August 24, 2016</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, September 28, 2016</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, October 26, 2016</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, December 7, 2016</b>	<b>Planning Workshop – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, December 7, 2016</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, January 25, 2017</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, February 22, 2017</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, March 22, 2017</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, April 26, 2017</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, May 24, 2017</b>	<b>Budget Workshop – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, May 24, 2017</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, June 21, 2017</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, July 26, 2017</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>

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

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

## District Board of Trustees Agenda Master Calendar

JULY 2016	AUGUST 2016	SEPTEMBER 2016
20 Board Meeting, 6 PM Highlands Campus (Annual Meeting)	24 *Board Meeting, TBD Highlands Campus	28 *Board Meeting, TBD Highlands Campus
OCTOBER 2016	NOVEMBER 2016	DECEMBER 2016
5-8 ACCT Leadership Conference, New Orleans  26 *Board Meeting, TBD Highlands Campus	2-4 AFC Trustees Commission Meeting and Conference, Lake Buena Vista, FL	7 *Planning Workshop TBD, followed by Board Meeting, TBD, Highlands Campus  15 Fall Commencement
JANUARY 2017	FEBRUARY 2017	MARCH 2017
25 *Board Meeting, TBD Highlands Campus	8 AFC Trustees Legislative Conference, Tallahassee  13-17 ACCT National Legislative Summit, Washington, D.C.  22 *Board Meeting, TBD Highlands Campus	22 *Board Meeting, TBD Highlands Campus
APRIL 2017	MAY 2017	JUNE 2017
26 *Board Meeting, TBD Highlands Campus	24 *Budget Workshop, TBD, followed by Board Meeting, TBD, Highlands Campus	21 *Board Meeting, TBD Highlands Campus

\*Tentative

New Addition

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



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENT

Employee	Position	Years of Service
Gaylin Thomas	Program Specialist, Applied Science and Technologies	16 years

**SUGGESTED MOTION:**

**Move to recognize the retirement of Gaylin Thomas for her many years of service to South Florida State College.**





OFFICE OF THE PRESIDENT

**Item 2.2**

PRESENT TO BOARD: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Jenny Grenke	Case Data Specialist, FCDP/PYP	Tara Jefferies	04/18/16
Jessica Hopper	Staff Assistant I, DeSoto Campus	Suzanne Demers	06/01/16
Megan Stepe	Museum Curator	Cindy Garren	06/27/16

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

## **4.0 *Presentations***



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PRESENTATION – ORGANIZATIONAL CHART

The college organization will be shared with the Board through an organizational chart. A presentation will be made highlighting the changes in reporting assignments for the Board's awareness.

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



OFFICE OF THE PRESIDENT

**Item 5.0**

PRESENT TO BOARD: JULY 20, 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.**

	<b>CONSENT AGENDA ACTION ITEMS</b>	<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>32</b>
<b>5.2</b>	<b>Agreements and Contracts</b>	
	<b>5.2.1 Dual Enrollment Agreement – DeSoto County School Board</b>	<b>33</b>
	<b>5.2.2 Dual Enrollment Agreement – Hardee County School Board</b>	<b>34</b>
	<b>5.2.3 Dual Enrollment Agreement – Highlands County School Board</b>	<b>35</b>
	<b>5.2.4 Memorandum of Understanding Agreement – Okeechobee County School Board</b>	<b>36</b>
<b>5.3</b>	<b>Grant Applications</b>	
	<b>5.3.1 Optimizing the Effectiveness of Bactericide Application for Managing HLB Infection - \$2,175,000.00</b>	<b>37</b>
<b>5.4</b>	<b>Operating Actions</b>	
	<b>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	<b>38</b>



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JULY 20, 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 FACULTY:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Brusentsova, Tatyana	Instructor, Physics	08/15/16
Davies, Joan	Instructor, Speech Communication	08/15/16

**II. APPOINTMENTS, FULL-TIME PROFESSIONAL:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Roque, Alejandro*	Case Manager, Farmworker Career Development Program	06/20/16

\*Transferred from TSIC College Success Coach (PT) position

**II. APPOINTMENTS, FULL-TIME CAREER SERVICE:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Herbstreith, Timmiko	Custodian	07/05/16
Rodriguez, Elena	Financial Aid Specialist	07/05/16

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Harrison, Terri S	Business, Management, Leadership	II
Pena, Yamilet	Dental Hygiene (Clinicals)	III

**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: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DUAL ENROLLMENT AGREEMENT – DESOTO COUNTY SCHOOL BOARD

Approval is requested to **renew** the dual enrollment agreement between Desoto County School Board and South Florida State College for the purpose of providing dual enrollment opportunities to Highlands County. This agreement renews in 2019.

**SUGGESTED MOTION:**

**Move to approve the renewal of the dual enrollment agreement with DeSoto County School Board as presented.**



OFFICE OF THE PRESIDENT

**Item 5.2.2**

PRESENT TO BOARD: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DUAL ENROLLMENT AGREEMENT – HARDEE COUNTY SCHOOL BOARD

Approval is requested to **renew** the dual enrollment agreement between Hardee County School Board and South Florida State College for the purpose of providing dual enrollment opportunities to Highlands County. This agreement renews in 2019.

**SUGGESTED MOTION:**

**Move to approve the renewal of the dual enrollment agreement with Hardee County School Board as presented.**

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OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DUAL ENROLLMENT AGREEMENT – HIGHLANDS COUNTY SCHOOL BOARD

Approval is requested to **renew** the dual enrollment agreement between Highlands County School Board and South Florida State College for the purpose of providing dual enrollment opportunities to Highlands County. This agreement renews in 2019.

**SUGGESTED MOTION:**

**Move to approve the renewal of the dual enrollment agreement with Highlands County School Board as presented.**



OFFICE OF THE PRESIDENT

Item 5.2.4

PRESENT TO BOARD: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MEMORANDUM OF UNDERSTANDING AGREEMENT – OKEECHOBEE COUNTY  
SCHOOL BOARD

Approval is requested to enter into a **new** memorandum of understanding agreement between Okeechobee County School Board and South Florida State College for the purpose of providing Panther Youth Partnership opportunities to in school and out of school youth in Okeechobee County.

**SUGGESTED MOTION:**

**Move to approve the agreement with Okeechobee County  
School Board as presented.**



OFFICE OF THE PRESIDENT

**Item 5.3.1**

PRESENT TO BOARD: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – OPTIMIZING THE EFFECTIVENESS OF BACTERICIDE  
APPLICATION FOR MANAGING HLB INFECTION

Title: **Optimizing the Effectiveness of Bactericide Application for  
Managing HLB Infection**

Source: USDA NIFA - Citrus Research

Amount: \$2,175,000.00

Description: SFSC is a partner agency on a proposal submitted to the USDA by the University of Florida. Dr. Grace Danao will be working with Dr. Reza Ehsani and a team of researchers from UF and Georgia Tech to explore more efficient and effective approaches to applying bactericide treatments in the fight against HLB.

**SUGGESTED MOTION:**

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

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OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: JULY 20, 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 May 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	342	307,991.71	213	989,008.49	521	305,278.01	1076	\$1,602,278.21
April	339	237,210.79	242	957,743.75	544	223,481.39	1125	\$1,418,435.93
May	187	151,072.06	109	775,333.94	1080	470,564.28	1376	\$1,396,970.28
June							0	\$0.00
Totals	4872	\$6,634,366.62	2239	\$9,529,322.38	7153	\$3,656,388.79	14264	\$19,820,077.79

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	31	30,485.94	454	839,441.19			485	\$869,927.13
April	20	20,835.75	426	848,683.02			446	\$869,518.77
May	29	39,632.41	445	866,828.39			474	\$906,460.80
June							0	\$0.00
Totals	300	\$357,863.15	4791	\$9,359,647.50			5091	\$9,717,510.65

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	1,076	1,602,278.21	\$17,004,671.58
April	1,112	1,251,017.23	\$20,599,182.37	1,125	1,418,435.93	\$18,423,107.51
May	1,049	1,434,212.89	\$22,033,395.26	1,376	1,396,970.28	\$19,820,077.79
June	1,471	1,858,009.22	\$23,891,404.48			
Totals	16,557	\$23,891,404.48		14,264	\$19,820,077.79	

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	485	869,927.13	\$7,941,531.08
April	468	906,636.76	\$8,958,819.43	446	869,518.77	\$8,811,049.85
May	501	928,920.38	\$9,887,739.81	474	906,460.80	\$9,717,510.65
June	451	904,453.55	\$10,792,193.36			
Totals	5650	\$10,792,193.36		5091	\$9,717,510.65	

## **6.0 Planning and Policy Issues**



## **7.0 Academic and Student Matters**



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: JULY 20, 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

Request approval to revise the following occupational programs to align with DOE's current length requirement/title/CIP number changes; effective Summer 2016 (201630).

- **Biomedical Engineering Technology #1700 – AS (New Title: Biomedical Equipment Technician, Program Length: 61 to 60 credits, and CIP 1615040101 to 1615040102)**  
Change Biomedical Engineering Elective in spring term from 3 to 2 credits
- **Emergency Medical Technician #2810 – ATD (Program Length: 11 to 12 credits and CIP 0351090403 to 0351090408)**  
Change EMS 1119L Emergency Medical Technician I Lab from 3 to 4 credits
- **Emergency Medical Services #1660 - AS**  
Remove SLS 1106 First-Year Experience Seminar or EMS 2930 Special Topics in Emergency Medical Technology (1 credit) from first fall term. (Learning outcomes from SLS 1106 have been incorporated in other courses within the program map.)  
Change EMS 1119L Emergency Medical Technician I Lab in spring term from 3 to 4 credits  
**NOTE:** This AS program structure being modified due to new required length change made to associated EMT-ATD program.
- **Network Systems Technology #1740 – AS (Program Length: 63 to 60 credits and CIP 1511100111 to 1511100112)**  
Remove OST 2335 Business Communications from spring term (3 credits)

## II. COURSE ADDITION

Request approval to add following course to meet student demand for additional elective sociology course, effective Fall 2016 (201710).

- **SYG 2430 Marriage and Family (3 credits)**

## III. COURSE REINSTATEMENT

Request approval to reinstate selected topic course to allow students to pursue additional marketing topics, research, and practical marketing applications; effective Summer 2016 (201630).

- **MAR 2930 Selected Topics in Marketing (1-4 credits)**

## IV. PROGRAM REVISIONS

Request approval to revise the following associate degree to update program's science and mathematics requirements; effective Summer 2016 (201630).

- **Computer Engineering Technology #1680 - AS**

Replace PHY 1001C Introduction to General Physics (4 credits) with PHY 2053C General Physics I (4 credits)

Remove MGF 1106 Liberal Arts Mathematics I as an option to MAC 1105 College Algebra

Request approval to revise the following crossover programs to align with the Florida Department of Law Enforcement - Criminal Justice Standards and Training Commission's new length/course structure changes; effective Fall 2016 (201710).

- **Correctional to Law Enforcement (Crossover) #3342 – OC (Program Length: 515 to 518 contact hours)**  
Replace CJK 0293 Overview of Law Enforcement Crossover (64 cont. hrs.) with CJK 0001 Introduction to Law Enforcement (10 cont. hrs.) and CJK 0012 Legal (62 cont. hrs.)  
Replace CJK 0295 Officer Wellness Crossover (35 cont. hrs.) and CJK 0297 Interacting in Crisis Situations Crossover (10 cont. hrs.) with CJK 0013 Interactions with a Diverse Community (40 cont. hrs.)  
Replace CJK 0296 Reporting Procedures Crossover (32 cont. hrs.) with CJK 0014 Interviewing and Report Writing (56 cont. hrs.)  
Delete CJK 0392 Crossover Handgun Transition Course (24 cont. hrs.)
- **Law Enforcement to Correctional (Crossover) #3344 – OC (Program Length: 172 to 198 contact hours)**  
Replace CJK 0200 Overview of Corrections (14 cont. hrs.) with CJK 0300 Introduction to Corrections (32 cont. hrs.)  
Replace CJK 0205 Law Enforcement Crossover to Correctional Responding to Incidents and Emergencies (12 cont. hrs.) with CJK 0335 Responding to Incidents and Emergencies (16 cont. hrs.)  
Delete CJK 0354 Officer Wellness (12 cont. hrs.)  
Delete CJK 0392 Crossover Handgun Transition Course (24 cont. hrs.)  
Add CJK 0305 Communications (40 cont. hrs.)

### **SUGGESTED MOTION:**

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

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OFFICE OF THE PRESIDENT

**Item 7.2**

PRESENT TO BOARD: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FEE PROPOSALS

Every year each FCS institution is required to perform a fee review of its academic programs. Upon review, the following fees need to be adjusted, both increases and decreases, based upon actual incurred costs per program. These fees consist of such items as uniforms, certification exam codes, and various other expendable supplies specific to the particular program.

There are 16 programs with fee increases and 13 programs with fee decreases. The fees directly support the cost of instruction and the college receives no surplus funds. Any fees associated with the program are Pell eligible if they are noted and collected by the college.

Consideration of the following fee proposals is requested:

I. **Request Approval of New Fee** – Cost of CLT and Forklift certifications.

Course Prefix#	Course Title	New Fee	Proposed Fee	Effective Term
TRA 1154	Introduction to Supply Chain Management	\$350.00	New	Fall 2016
TRA 2230	Warehouse Management	\$63.00	New	Spring 2017

II. **Request Approval of New Fees** – Cost of materials used by students and instructional fees.

Course Prefix#	Course Title	New Fee	Effective Term
CJK 0393	Crossover Program Updates	\$353.00	Fall 2016
EMS 1641	Paramedic Clinical Experience I	\$80.00	Fall 2016

III. **Request Approval to Revise Fees** – Increase in cost of materials and uniforms.

<b>Course Prefix#</b>	<b>Course Title</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Effective Term</b>
EMS 1119L	Emergency Medical Technician I Lab	\$132.00	\$221.00	Fall 2016

IV. **Request Approval to Revise Fees** – Increase in cost of materials, uniforms, and/or exams.

<b>Course Prefix#</b>	<b>Course Title</b>	<b>Current Fee \$</b>	<b>Proposed Fee \$</b>	<b>Effective Term</b>
ACG 2450C	Accounting for the Microcomputer	99.00	106.00	Fall 2016
ACR 0000	Fundamentals of Refrigeration	315.00	296.00	Fall 2016
ACR 0609	Refrigeration: Trouble Analysis	110.00	71.00	Fall 2016
ARR 0330	Science of Unibody Repair	70.00	110.00	Fall 2016
CJK 0001	Introduction to Law Enforcement	1,036.00	1,113.00	Fall 2016
CJK 0300	Introduction to Corrections	811.00	1,019.00	Fall 2016
DEA 0025L	Preclinical Orientation I Lab	192.00	262.00	Fall 2016
DEA 0026L	Preclinical Orientation II Lab	410.00	560.00	Fall 2016
DEA 0800L	Clinical Practice I Lab	154.00	24.00	Fall 2016
DEA 0801L	Clinical Practice II Lab	200.00	250.00	Fall 2016
DEH 1002L	Dental Hygiene Pre-Clinic	844.00	860.00	Fall 2016
DEH 2804	Dental Hygiene Theory III	147.00	157.00	Fall 2016
DEH 2806L	Dental Hygiene Clinic IV	780.00	830.00	Fall 2016
DES 0205L	Dental Radiographic Techniques I Lab	121.00	144.00	Fall 2016
DES 1200L	Dental Radiology Lab	140.00	156.00	Fall 2016
EMS 1555L	Paramedic Trauma Management Lab	40.00	30.00	Fall 2016
EMS 1600L	Paramedic Fundamentals Lab	290.00	240.00	Fall 2016
EMS 1616L	Paramedic Patients with Special Needs Lab	60.00	20.00	Fall 2016
EMS 1681L	Paramedic Special Considerations Lab	40.00	145.00	Fall 2016
EMS 1685L	Paramedic Medical Emergencies Lab	60.00	20.00	Fall 2016
EMS 1686L	Paramedic Special Emergencies Lab	30.00	15.00	Fall 2016
EMS 1687L	Paramedic Rescue Emergencies Lab	94.00	79.00	Fall 2016
FFP 0010	Fire Fighter I	915.00	550.00	Fall 2016
FFP 0020	Fire Fighter II	305.00	455.00	Fall 2016
TRA 0081	Commercial Vehicle Driving – Tractor Trailer Truck Driver	1,050.00	1,375.00	Fall 2016
TRA 0260	CDL for Electrical Line Service I	381.00	330.00	Fall 2016
TRA 0261	CDL for Electrical Line Service II	125.00	116.00	Fall 2016
TRA 0262	CDL for Electrical Line Service III	125.00	116.00	Fall 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: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: HIGHLANDS COUNTY SHERIFF'S OFFICE AGREEMENT

Approval is requested to enter into a **new** agreement between SFSC and Susan Benton, Sheriff of Highlands County, Florida, for the State College Resource Deputy Program. This agreement provides SFSC Highlands Campus with one College Resource Deputy (CRD) from the Highlands County Sheriff's Office with duties and responsibilities as outlined clearly in the agreement. SFSC and the Sherriff will equally share the costs of the assigned CRD's salary, benefits, and associated costs upon approval.

**SUGGESTED MOTION:**

**Move to approve to enter into a new agreement with Highlands County Sheriff's Office as presented.**

## **9.0 Reports**





OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: JULY 20, 2016

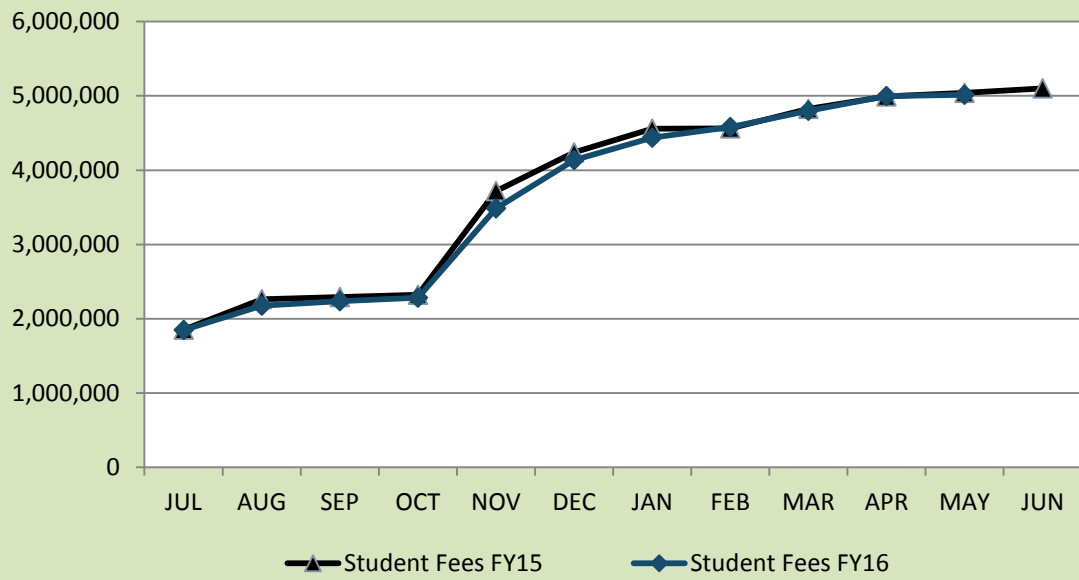
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

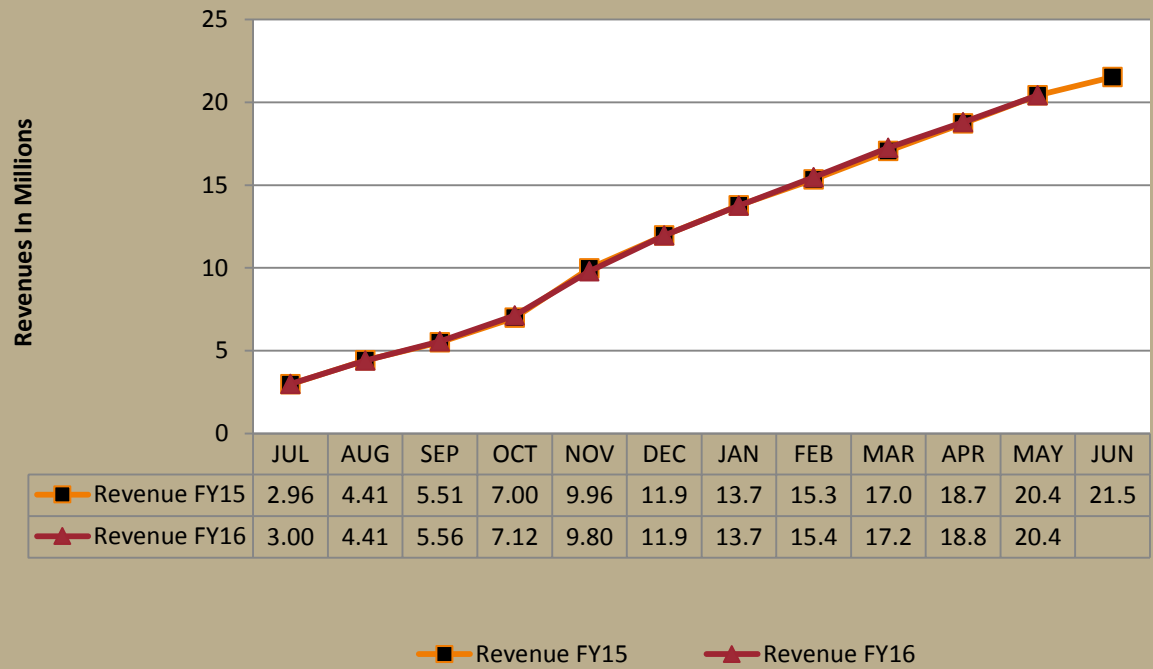
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – ***INFORMATION ITEM***

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

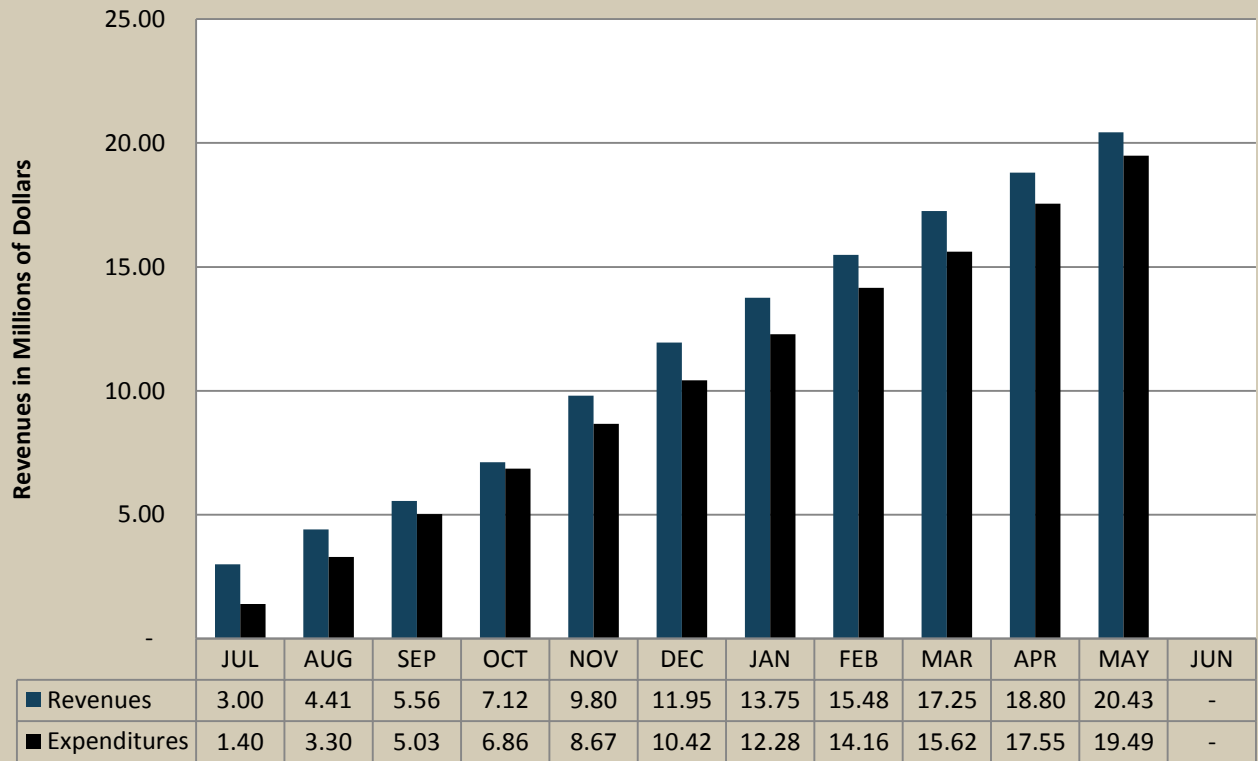
**South Florida State College  
Fund 1 Student Fee Revenue, FY 15 vs FY 16**



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



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



<b>South Florida State College</b>					
<b>Revenue and Expenditures</b>					
<b>For Month Ended May 31, 2016</b>					
<b>Code</b>	<b>Account Title</b>	<b>Budget Amount</b>	<b>Amount</b>	<b>Difference</b>	<b>Percentage Collected/Spent to Date</b>
401-403XX	Tuition and Out of State Fees	4,323,276.10	4,343,818.70	(20,542.60)	100.48%
404XX	Lab Fees	392,625.00	374,067.40	18,557.60	95.27%
408XX	Technology Fees	189,000.00	178,533.26	10,466.74	94.46%
405-407XX, 409XX	Other Student Fees	116,985.00	117,808.62	(823.62)	100.70%
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	11,320,972.00	811,544.00	93.31%
4215X	Performance Based Incentive	616,649.90	370,114.90	246,535.00	60.02%
42210	CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
42610	FCSPF-Lottery	3,433,156.00	3,051,695.00	381,461.00	88.89%
429XX, 439XX	Indirect Costs Recovered	175,750.00	141,017.04	34,732.96	80.24%
44100	Cash Contributions	15,127.00	15,717.00	(590.00)	103.90%
46400	Use of College Facilities	71,500.00	87,575.40	(16,075.40)	122.48%
466XX, 467XX	Other Sales and Services	256,275.00	236,296.37	19,978.63	92.20%
48100	Interest and Dividends	4,500.00	4,897.40	(397.40)	108.83%
487XX, 489XX	Fines and Penalties/Miscellaneous	34,485.00	35,381.33	(896.33)	102.60%
49XXX	Transfers and Other Revenues	266,050.00	100,806.11	165,243.89	37.89%
	<b>Total Personnel</b>	<b>\$22,133,495.00</b>	<b>\$20,433,200.53</b>	<b>\$ 1,700,294.47</b>	<b>92.32%</b>
51XXX	Management	1,803,802.00	1,716,813.03	86,988.97	95.18%
52XXX	Instructional	4,488,273.00	3,862,015.71	626,257.29	86.05%
53XXX	Other Professional	2,801,651.25	2,585,291.33	216,359.92	92.28%
54XXX	Career Staff	2,572,000.13	2,253,804.97	318,195.16	87.63%
56XXX	Other Professional-Instructional	1,022,412.00	930,138.76	92,273.24	90.97%
57XXX	Other Professional-Tech/Clerical/Trade	114,990.00	86,473.43	28,516.57	75.20%
58XXX	Student Employment	25,000.00	25,693.68	(693.68)	102.77%
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	4,242,305.00	3,339,221.81	903,083.19	78.71%
	<b>Total Personnel</b>	<b>\$17,200,000.38</b>	<b>\$14,929,240.38</b>	<b>\$ 2,270,760.00</b>	<b>86.80%</b>
605XX	Travel	258,989.00	231,637.79	27,351.21	89.44%
61000	Freight and Postage	16,764.00	14,664.79	2,099.21	87.48%
615XX	Telecommunications	74,554.00	66,499.26	8,054.74	89.20%
62000	Printing	42,198.00	37,779.40	4,418.60	89.53%
625XX	Repairs and Maintenance	908,071.02	810,032.81	98,038.21	89.20%
63000	Rentals	169,898.00	153,404.92	16,493.08	90.29%
635XX, 637XX	Insurance	377,476.00	335,043.60	42,432.40	88.76%
640XX	Utilities	1,356,358.00	1,191,204.20	165,153.80	87.82%
645XX	Other Services	711,169.00	635,227.36	75,941.64	89.32%
64700	Grant Aid	10,828.00	7,773.50	3,054.50	71.79%
650XX	Professional Fees	184,840.00	164,061.44	20,778.56	88.76%
655XX	Education Office/Dept Material Supp	427,341.00	386,949.05	40,391.95	90.55%
657XX	Data Software	33,301.00	29,557.30	3,743.70	88.76%
66000	Maint/Construction Material/Supp	230,250.00	220,320.74	9,929.26	95.69%
665XX	Other Materials and Supplies	99,869.00	78,248.50	21,620.50	78.35%
670XX	Subscriptions/Library	54,742.00	48,704.72	6,037.28	88.97%
675XX	Purchases for Resale	43,218.00	40,339.31	2,878.69	93.34%
680XX	Scholarships	48,391.00	42,979.74	5,411.26	88.82%
69XXX	Transfers and Other Expenses	40,770.00	36,806.83	3,963.17	90.28%
	<b>Total Current Expenses</b>	<b>\$ 5,089,027.02</b>	<b>\$ 4,531,235.26</b>	<b>\$ 557,791.76</b>	<b>89.04%</b>
706XX	Minor Equipment >1000<5000	30,000.00	17,274.23	12,725.77	57.58%
71000	Furniture and Equipment	10,000.00	8,493.06	1,506.94	84.93%
	<b>Total Capital Outlay</b>	<b>\$ 40,000.00</b>	<b>\$ 25,767.29</b>	<b>\$ 14,232.71</b>	<b>64.42%</b>



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: JULY 20, 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 June 2016 meeting of the College District Board of Trustees. The included dates are June 1, 2016 through July 5, 2016. The total amount being reported is **\$36,800.84**.

II. **Foundation Update**

- A. Alumni – awareness campaign update
- B. Employee Appreciation Lunches; Highlands Campus – August 15, DeSoto Campus – August 16, Lake Placid Campus – August 17, Hardee Campus – August 19.
- C. Planning Civic Organization Presentations – Foundation Awareness
- D. Veranda Construction/Hotel Room Renovations
- E. Partnership Project – proposal portfolio

**South Florida State College Foundation, Inc.**  
**Gift Summary Report 6/1/16 - 7/5/16**

<b>ID</b>	<b>Fund Name</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Pledges</b>	<b>Other</b>	<b>Total</b>
6006	Alumni Association Fund	5	\$676.93	\$0.00	\$0.00	\$676.93
5045	Athletic Booster Club	4	\$30.00	\$0.00	\$0.00	\$30.00
5095	Dental Programs	5	\$50.00	\$0.00	\$1,308.15	\$1,358.15
5025	General Nursing Scholarship	3	\$4,024.76	\$0.00	\$0.00	\$4,024.76
2000	Jacaranda Restoration Fund	5	\$12,512.00	\$0.00	\$0.00	\$12,512.00
5014	Joe Johnston/Bette McDearman	2	\$40.00	\$0.00	\$0.00	\$40.00
5108	MOFAC	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
6005	Partnership Project	9	\$1,500.00	\$0.00	\$0.00	\$1,500.00
5057	Phi Theta Kappa	2	\$20.00	\$0.00	\$0.00	\$20.00
5118	Rotary Club of Highlands Co. S'ship	1	\$2,500.00	\$0.00	\$0.00	\$2,500.00
5031	SFSC Community Fund	12	\$82.00	\$0.00	\$0.00	\$82.00
5011	SFSC General Scholarship	10	\$152.00	\$0.00	\$0.00	\$152.00
5032	SFSC Library Donations	6	\$70.00	\$0.00	\$0.00	\$70.00
5138	Theatre Capital Campaign	1	\$1,500.00	\$0.00	\$0.00	\$1,500.00
5158	TSIC Scholarships	16	\$10,104.00	\$0.00	\$0.00	\$10,104.00
1000	Unrestricted	55	\$1,231.00	\$0.00	\$0.00	\$1,231.00
<b>Grand Totals:</b>		<b>137</b>	<b>\$35,492.69</b>	<b>\$0.00</b>	<b>\$1,308.15</b>	<b>\$36,800.84</b>

137 Gift(s) listed  
66 Donor(s) listed



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JULY 20, 2016

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: GRANTS DEVELOPMENT AND FEDERAL RELATIONS REPORT

**I. Funded Grant Proposals**

None to Report

**II. Declined Grant Proposals**

Title: **Beginning Farmer and Rancher Development Program**

Source: USDA NIFA

Amount: \$238,901.00

Description: Funds were requested from the USDA to provide education and training for new farmers and ranchers in throughout the Heartland region. Our proposal scored very well, but funding was very competitive. Priority was given to projects with a 25% sub-award to an NGO/CBO partner agency.

Title: **Rapid Evaluation of Disease State in Sweet Orange Varieties:  
Qualifying Tree Response to Known HLB Treatments**

Source: USDA NIFA – Citrus Research

Amount: \$3,800,000.00

Description: Funds were requested from the USDA to validate use of a rapid response tool for detection of HLB, as well as quantifying response to various treatments. A short pre-proposal was submitted for review. We were not invited to submit a full proposal.

**III. Federal Legislative Report**

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