SFSC
District Board of Trustees
Regular Meeting
December 7, 2016

Highlands Campus
1:00 p.m.

--------------------------

Derren Bryan, Chair
Tim Backer, Vice Chair
Tami Cullens
Louis Kirschner
Ken Lambert
Lana C. Puckorius
Kris Y. Rider
Joe Wright
Thomas C. Leitzel, President/Secretary

--------------------------
1.0 Call to Order and Preliminary Matters
PRESENT TO BOARD: DECEMBER 7, 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 December 7, 2016 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of December 7, 2016 as presented.
REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
DECEMBER 7, 2016
1:00 P.M.

1.0 Call to Order and Preliminary Matters
   1.1 Adoption of Agenda
   1.2 Approval of Minutes
      1.2.1 Regular Meeting – October 26, 2016
   1.3 Review of Agenda Master Calendar

2.0 Communications, Introductions, and Recognition

3.0 Public Comment

4.0 Presentation
   4.1 Florida Blue Scholarship Presentation

5.0 Consent Agenda Action Items
   5.1 Personnel Actions
   5.2 Agreements and Contracts
      5.2.1 Collegiate High School Agreement – DeSoto County
      5.2.2 Collegiate High School Agreement – Hardee County
      5.2.3 Collegiate High School Agreement – Highlands County
   5.3 Grant Applications
      5.3.1 Visit Florida’s Heartland – A Cultural Destination - $ 5,000
      5.3.2 Visit MOFAC – A Tour of Florida’s Cultural Heritage - $ 2,000
   5.4 Operating Actions
      5.4.1 Monthly Accounts Payable & Payroll Check Register

6.0 Planning and Policy Issues
   6.1 Policy Implementation
      6.1.1 Policy 5.16 Holiday, Overtime Pay, Compensatory Time, Call-In Pay and The Minimum Wage

7.0 Academic and Student Matters
   7.1 Curriculum Proposals
   7.2 Fee Proposals
   7.3 2017-2018 Academic Calendar

8.0 Other Action Items
   8.1 Mission Statement Affirmation
   8.2 Strategic Plan Approval
   8.3 Revision To The 2016-17 Salary Schedule

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
It is recommended that the minutes of the regular meeting held October 26, 2016 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the October 26, 2016 regular meeting as presented.
MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 26, 2016

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

Excused:        Dr. Lindsay Lynch

Staff Present:  Mrs. Jamie Bateman
                Dr. Robert Flores
                Mrs. Courtney Green
                Mrs. Deborah Latter
                Mr. Keith Loweke
                Dr. Sidney Valentine
                Dr. Tim Wise

                Mrs. Ashley Bennett
                Dr. Deborah Fuschetti
                Mrs. Susie Hale
                Mr. Glenn Little
                Mr. Lynn MacNeill
                Dr. Chris van der Kaay

                Mr. Erik Christensen
                Ms. Cindy Garren
                Dr. Michele Heston
                Ms. Melissa Lee
                Mrs. Leah Sauls
                Mrs. June Weyrauch

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER
At 1:01 p.m., the regular meeting of the District Board of Trustees was called to order at
the Highlands Campus by Board Chair, Mr. Derren Bryan.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda
Mr. Lambert made a motion, seconded by Mr. Wright, to adopt the agenda of
the regular meeting held October 26, 2016 with moving Item 5.1 to 8.3. 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. Rider made a motion, seconded by Mrs. Cullens, to approve the
minutes of the regular meeting held September 28, 2016 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.
1.3 Review of Agenda Master Calendar
The Agenda Master Calendar was reviewed with no changes. Mrs. Cullens shared that the ACCT conference would be held in Las Vegas, NV in September 2017.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS
None

3.0 PUBLIC COMMENT
None

4.0 PRESENTATION
Mrs. Courtney Green gave a presentation on the Adult Education Program. She provided a brief background of the program to the Board and shared the new initiatives of the Adult Education Program. Mrs. Puckorius asked if the program is serving the DeSoto jail and Mrs. Green replied that SFSC Adult Education Program does not currently serve DeSoto County. Mr. Wright inquired if there is a need for the citizen process. Mrs. Green indicated that there is a need, but SFSC only teaches the process to people in need of citizenship; we do not give the test. Mrs. Cullens asked if the college receives FTE for Adult Education. Dr. Leitzel stated that Adult Education is a substantial contributor to FTE generation.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Agreements and Contracts
5.1.1 Approved the new affiliation agreement with Gayle Obermayr, DDS as presented. (EXHIBIT “A”)
5.1.2 Approved the new affiliation agreement with Stefani J. Allison, DMD as presented. (EXHIBIT “B”)
5.1.3 Approved the new contract agreement with Sunshine Staffing of Highlands County, Inc. as presented. (EXHIBIT “C”)
5.1.4 Approved the addendum to the dual enrollment agreement with Highlands County School Board as presented. (EXHIBIT “D”)

5.2 Operational Actions
5.2.1 Monthly Accounts Payable/Payroll Check Register
Approved the monthly accounts payable/monthly payroll check register and summary through September 2016. (EXHIBIT “E”)

5.2.2 Vehicle Disposal
Approved the disposal of College property as presented. (EXHIBIT “F”)

Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.2.2 with moving Item 5.1 to Item 8.3. 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 “G”)*

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

8.1 SFSC 2016-17 Revised Salary Schedule Proposal
Mr. Little gave the Board an overview of the Fair Labor Standards Act (FLSA) changes that will take effect December 1, 2016. SFSC proposes to amend the current Salary Schedule to adhere to the FLSA regulation. Mr. Little informed the Board that the college did make adjustments to the budget that the Board approved in June 2016 to cover overtime due to this new regulation. Mrs. Hale gave a presentation on the new overtime regulation and how SFSC plans to stay in compliance. Mrs. Rider asked about electronic timesheets. Mrs. Hale replied that SFSC does not currently have electronic timesheets. Mr. Little shared that the morale of the employees were considered heavily in planning the changes to the Salary Schedule. Mr. Lambert stated that others are facing the same issues as SFSC when making changes to salary schedules, position changes, and morale of their employees. *(EXHIBIT “H”)*

Mr. Wright made a motion, seconded by Mrs. Puckorius, to approve the revised salary schedule 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.**

8.2 Policy Development: Policy 5.16
Dr. Leitzel asked the Board to consider the revision of Board Policy 5.16 to accompany the proposed revision to the 2016-17 Salary Schedule (Board Item 8.1). *(EXHIBIT “I”)*

Mr. Backer made a motion, seconded by Mrs. Cullens, to table the consideration of the changes to Policy 5.16 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 Personnel Actions
Mr. Bryan presented the revised personnel recommendations to the Board.

Mr. Lambert made a motion, seconded by Mrs. Puckorius, to approve the personnel recommendations 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 September 2016. Mr. Wright asked if the lottery money is behind schedule. Mr. Little stated that he is hoping to receive the lottery money by the end of October.

(EXHIBIT “J”)

9.2 Foundation Report
Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of $5,116.43 from September 15 through October 11, 2016. Mrs. Bateman shared that the donor thank you Call-a-Thon was appreciated. The Foundation Board made contact with 123 donors. She shared that 11 new visits were made to potential new donors with the cookie calls. Out of the 11 visits that were made, two new potential donors inquired to know more about the college and how to be more involved. Mrs. Bateman announced that the November 8, 2016 Foundation Board meeting will be a Lunch n’ Learn being hosted by the Nursing Department with the new SimMom. She also shared that the Foundation has their first Physician Society that Dr. Thakkar is chairing. The Foundation Newsletter is in the final draft and will be available via mail, e-mail, and website. Mrs. Bateman invited everyone to attend the Open House Renovations at the Jacaranda November 10th from 5-7 p.m.

9.3 Resource Development

I. Grants Development Report
Dr. van der Kaay reported on the Grants Development Report dated October 26, 2016 on behalf of Dr. Lynch who is attending conferences in Washington, D.C. Dr. van der Kaay shared that the Title V grant is SFSC’s largest grant ever funded at $4,854,615.00. Dr. Leitzel shared with the Board that a perfect score for this grant is 300 and Dr. Lynch scored 299 on her proposal that was funded. Mrs. Puckorius asked if students could only be Hispanic to benefit from this grant. Dr. van der Kaay replied that all students can benefit from the grant. Mr. Lambert requested talking points.

II. Funded Grant Proposals
A. Re-Engineering Our Future
   U.S. Department of Education, Hispanic Serving Institutions STEM & Articulation  $4,854,615.00

B. Adult General Education (AGE) – Highlands County
   Florida Department of Education  $217,863.00
C. **EL/Civics Highlands County**  
Florida Department of Education  
$43,544.00

D. **EL/Civics Hardee County**  
Florida Department of Education  
$23,642.00

E. **Healthy Smiles for Highlands County**  
Highlands County Health Services  
$12,000.00

F. **Health Sciences Instructional Technology Request**  
Adventist Health System  
$12,500.00

III. **Declined Grant Proposals**  
**Training Young Researchers in Agricultural Systems Technology**  
USDA NIFA  
$299,999.00

IV. **Federal Legislative Report**  
No federal report presented.

9.4 **President’s Report**  
Dr. Leitzel reported on the following college activities:  
1. Congratulated Mrs. Cullens on her ACCT Trustee election.  
2. Shared Take Stock in Children received a gold certification for the 3rd year.  
3. Announced that the AFC conference in Buena Vista, FL is November 2-4th.  
   At the AFC conference Rick Hitt will be inducted into the FCSAA Hall of Fame  
   and Dr. Robert Flores will be inducted as the AFC President. Also our Open  
   Educational Resources is a finalist for the Chancellor’s Best Practice Award.  
4. Shared that the default rate is down 3.4% from last year.  
5. Shared Dr. Milliken’s report on how the oral cancer screenings resulting in 11  
   referrals.  
6. Highlighted MOFAC’s meet the Artist.  
7. Highlighted the College Connect Day that was hosted by SFSC for local high  
   school counselors.  
8. Shared the FUSE (USF) event that he, Dr. Valentine and Dr. van der Kaay  
   attended at the USF campus. Dr. Leitzel signed an articulation agreement.  
   Dr. van der Kaay gave a brief background on FUSE to the Board.  
9. Announced that the Cross Country team will be going to Nationals again this  
   year.  
10. The Cultural Arts season starts November 5, 2016 with the free Phil Dirt show.  
11. Updated the Board on the Sheriff agreement in DeSoto. Sheriff Wise did not wish  
    to sign the inter-local agency agreement since DeSoto County will be getting a  
    new sheriff. Dr. Leitzel with Mr. Backer’s help will meet with the new DeSoto  
    County Sheriff following the election. Mrs. Cullens shared that she sat at the  
    lawyer’s round table at the ACCT conference in New Orleans and she discussed  
    with them the steps that SFSC took on getting agreements with our local law  
    enforcement offices. Mrs. Rider shared she attend the safety summit at the  
    ACCT conference in New Orleans and she discussed our sheriff agreement.
12. Shared that SFSC will be hosting the Great Florida Fire School, November 9-13, 2016.
13. Announced the Veterans Day program will be November 11, 2016 at 10:45 a.m.

9.5 Board Attorney’s Report
Mrs. Karlson stated no report. Mrs. Karlson welcomed Mr. Little back. She shared with the Board that Dr. Leitzel’s presentation at the Highlands Bar Association banquet went extremely well and everyone enjoyed it.

9.6 Board Members’ Reports
Mrs. Puckorius stated no report.

Mr. Backer wished Mr. Little a happy birthday and glad that he is well again.

Mr. Lambert stated no report.

Mr. Wright stated no report.

Dr. Kirschner stated he was glad to see Mr. Little well.

Mrs. Rider shared that the ACCT conference was out-standing with great speakers. She was able to share at the some of the round tables the great things that SFSC is doing. She encourage SFSC to court our high school guidance counselors. She suggested to Mrs. Bateman a Bar Society. She also wished everyone a happy Thanksgiving.

Mrs. Cullens wished everyone a happy Thanksgiving.

9.7 Board Chair Report
Mr. Bryan thanked Mrs. Cullens and Mrs. Rider for attending the ACCT conference. Mr. Bryan acknowledged all the good things that SFSC has achieved and asked that we continue to prepare for uncertainty and strive for greatness.

10.0 ADJOURNMENT
There being no further business to come before the Board, the meeting adjourned at 2:30 p.m.
PRESENT TO BOARD: DECEMBER 7, 2016

TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: MEETING SCHEDULE AND REVIEW OF AGENDA MASTER CALENDAR

Information:
The Annual Board of Trustees Calendar identifies the activities, meetings, and issues directly affecting the Board throughout the year. Please review the calendar on page 13 and identify any additional items that should be listed, or any changes that might be necessary.
# District Board of Trustees
## Agenda Master Calendar

<table>
<thead>
<tr>
<th>NOVEMBER 2016</th>
<th>DECEMBER 2016</th>
<th>JANUARY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-4 AFC Trustees Commission Meeting and Conference, Lake Buena Vista, FL</td>
<td>6 FCS Trustee Webinar - System-level View of Funding</td>
<td>25 Board Meeting, 1 PM Highlands Campus</td>
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<tr>
<td>12 Florida Hospital Gala</td>
<td>7 Planning Workshop 10 AM, followed by Board Meeting, 1 PM, Highlands Campus</td>
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<tr>
<td>28 Jacaranda Jubilee</td>
<td>8 Foundation Holiday Luncheon</td>
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<td></td>
<td>14 College Holiday Luncheon</td>
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<td></td>
<td>15 Fall Commencement</td>
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<td></td>
<td>17–1/1 Winter Break</td>
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<thead>
<tr>
<th>FEBRUARY 2017</th>
<th>MARCH 2017</th>
<th>APRIL 2017</th>
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<tbody>
<tr>
<td>8 AFC Trustees Legislative Conference, Tallahassee</td>
<td>13-19 Spring Break</td>
<td>26 Board Meeting, 1 PM Highlands Campus</td>
</tr>
<tr>
<td>13-17 ACCT National Legislative Summit, Washington, D.C.</td>
<td>22 Board Meeting, 1 PM Highlands Campus</td>
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<tr>
<td>22 Board Meeting, 1 PM Highlands Campus</td>
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<tr>
<td>24 Professional Development Day</td>
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<thead>
<tr>
<th>MAY 2017</th>
<th>JUNE 2017</th>
<th>JULY 2017</th>
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<tbody>
<tr>
<td>4 Spring Commencement</td>
<td>21 Board Meeting, 1 PM Highlands Campus</td>
<td>26 Board Meeting, 1 PM Highlands Campus</td>
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<tr>
<td>24 Budget Workshop, 10 AM, followed by Board Meeting, 1 PM, Highlands Campus</td>
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<tr>
<th>AUGUST 2017</th>
<th>SEPTEMBER 2017</th>
<th>OCTOBER 2017</th>
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<tbody>
<tr>
<td>23 Board Meeting, 1 PM Highlands Campus</td>
<td>27 *Board Meeting, 1 PM Highlands Campus</td>
<td>25 *Board Meeting, 1 PM Highlands Campus</td>
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<td></td>
<td>25-28 ACCT Annual Leadership Congress, Las Vegas, NV</td>
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New Addition
Tentative *
2.0 Communications, Introductions, and Recognitions
3.0 Public Comment
4.0 Presentations
5.0 Consent Agenda Action Items
PRESENT TO BOARD: DECEMBER 7, 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.
<table>
<thead>
<tr>
<th>CONSENT AGENDA ACTION ITEMS</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td><strong>5.1 Personnel Actions</strong></td>
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<tr>
<td><strong>5.2 Agreement and Contracts</strong></td>
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</tr>
<tr>
<td>5.2.1 Collegiate High School Agreement – DeSoto County</td>
<td>21</td>
</tr>
<tr>
<td>5.2.2 Collegiate High School Agreement – Hardee County</td>
<td>22</td>
</tr>
<tr>
<td>5.2.3 Collegiate High School Agreement – Highlands County</td>
<td>23</td>
</tr>
<tr>
<td><strong>5.3 Grant Applications</strong></td>
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<tr>
<td>5.3.1 Visit Florida’s Heartland – A Cultural Destination - $5,000</td>
<td>24</td>
</tr>
<tr>
<td>5.3.2 Visit MOFAC – A Tour of Florida’s Cultural Heritage - $2,000</td>
<td>25</td>
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<tr>
<td><strong>5.4 Operating Actions</strong></td>
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<tr>
<td>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</td>
<td>26</td>
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</table>
PRESENT TO BOARD: DECEMBER 7, 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, ADMINISTRATIVE STAFF:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Mott, Asena</td>
<td>Director, DeSoto Campus</td>
<td>11/08/16</td>
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II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

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<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Davis, Daniel “Mike”</td>
<td>Program Specialist, Panther Youth Partners</td>
<td>11/01/16</td>
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III. RETIREMENTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Turke, Sandra</td>
<td>Benefits Coordinator</td>
<td>04/30/16</td>
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IV. RESIGNATIONS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Dorsey, Amanda</td>
<td>Administrative Assistant II, Adult Education &amp; Technical Dual Enrollment</td>
<td>11/11/16</td>
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<tr>
<td>Miller, Summer</td>
<td>College Recruiter</td>
<td>12/02/16</td>
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V. TERMINATIONS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Bellamy, Emily</td>
<td>Administrative Assistant II, Controller</td>
<td>11/30/16</td>
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</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Teaching Area</th>
<th>Rank</th>
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<tbody>
<tr>
<td>Brastrom, Joy</td>
<td>Basic Home Comp/Social Media/Bus. Mgmt.</td>
<td>II</td>
</tr>
<tr>
<td>de la Paz, Elba</td>
<td>ESOL</td>
<td>III</td>
</tr>
<tr>
<td>Horne, Gwen</td>
<td>Criminal Justice</td>
<td>III</td>
</tr>
<tr>
<td>Hutchison, Milton</td>
<td>Truck Driving</td>
<td>IV</td>
</tr>
<tr>
<td>McDaniel, Ivan</td>
<td>English &amp; Literature/Humanities</td>
<td>I</td>
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<tr>
<td>Napier, Tracy</td>
<td>Nursing (PN &amp; CWE)</td>
<td>IIIB</td>
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<tr>
<td>Wiegert, Kimbra</td>
<td>Criminal Justice</td>
<td>III</td>
</tr>
</tbody>
</table>

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.
PRESENT TO BOARD:  DECEMBER 7, 2016
TO:  SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM:  THOMAS C. LEITZEL
SUBJECT: COLLEGIATE HIGH SCHOOL AGREEMENT – DESOTO COUNTY

Approval is requested to renew the collegiate high school agreement between Desoto County School Board and South Florida State College for the purpose of providing dual enrollment opportunities to DeSoto County. This agreement renews annually.

SUGGESTED MOTION:
Move to approve the agreement DeSoto County School Board and South Florida State College as presented.
Subject: Collegiate High School Agreement – Hardee County

Approval is requested to renew the collegiate high school agreement between Hardee County School Board and South Florida State College for the purpose of providing dual enrollment opportunities to Hardee County. This agreement renews annually.

Suggested Motion:

Move to approve the agreement between Hardee County School Board and South Florida State College as presented.
PRESENT TO BOARD: DECEMBER 7, 2016

TO: SOUTH FLORIDA STATE COLLEGE
    DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: COLLEGIATE HIGH SCHOOL AGREEMENT – HIGHLANDS COUNTY

Approval is requested to renew the collegiate high school 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 annually.

SUGGESTED MOTION:

Move to approve the agreement Highlands County School Board and South Florida State College as presented.
PRESENT TO BOARD: DECEMBER 7, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: GRANT APPLICATION – VISIT FLORIDA’S HEARTLAND – CULTURAL DESTINATION

Title: Visit Florida’s Heartland – A Cultural Destination
Source: Cultural, Heritage, Rural, and Nature Tourism Grant Program - Marketing
Amount: $5,000
Description: SFSC Cultural Programs is requesting $5,000 in marketing funding to support the promotion of the 2017-2018 series. Funds will be used to match up to $5,000 of marketing expenses.

SUGGESTED MOTION:

Move to approve the submission and acceptance, if funded, of the described grant proposal.
Present to board: December 7, 2016

To: South Florida State College
District Board of Trustees

From: Thomas C. Leitzel

Subject: Grant Application – Visit MOFAC – A Tour of Florida’s Cultural Heritage

Title: Visit MOFAC – A Tour of Florida’s Cultural Heritage
Source: Cultural, Heritage, Rural, and Nature Tourism Grant Program - Education
Amount: $2,000
Description: SFSC MOFAC is requesting $2,000 to fund workshops, lectures, and other educational programming in 2017-2018.

Suggested Motion:
Move to approve the submission and acceptance, if funded, of the described grant proposal.
PRESENT TO BOARD: DECEMBER 7, 2016

TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: MONTHLY ACCOUNTS PAYABLE/MONTH PAYROLL CHECK REGISTER

Summary information for disbursements for all funds through October is enclosed. Detailed information related to expenditures to date 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:

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
<td>Amount</td>
<td>No.</td>
<td>Amount</td>
</tr>
<tr>
<td>July</td>
<td>279</td>
<td>$2,646,601.15</td>
<td>373</td>
<td>$201,676.52</td>
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<tr>
<td>Aug</td>
<td>160</td>
<td>$2,184,221.90</td>
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<tr>
<td>Sept</td>
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<tr>
<td>Oct</td>
<td>450</td>
<td>$570,887.63</td>
<td>597</td>
<td>$347,131.69</td>
</tr>
<tr>
<td>Nov</td>
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<tr>
<td>Dec</td>
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<tr>
<td>June</td>
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<td></td>
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<tr>
<td>Totals</td>
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<td>$2,884,195.12</td>
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<td>$4,114,367.67</td>
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### Payroll:

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<tbody>
<tr>
<td></td>
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<td>Amount</td>
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<td>July</td>
<td>22</td>
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<td>Sept</td>
<td>11</td>
<td>$20,944.99</td>
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<tr>
<td>Oct</td>
<td>18</td>
<td>$21,819.32</td>
<td>455</td>
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<tr>
<td>Nov</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Dec</td>
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<td>Jan</td>
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<td>Feb</td>
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<td>March</td>
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<td>April</td>
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<td>May</td>
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<td></td>
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<tr>
<td>June</td>
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<tr>
<td>Totals</td>
<td>71</td>
<td>$106,765.06</td>
<td>1659</td>
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</table>
6.0 Planning and Policy Issues
PRESENT TO BOARD: DECEMBER 7, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: POLICY DEVELOPMENT: POLICY 5.16 HOLIDAY, OVERTIME PAY, COMPENSATORY TIME, CALL-IN PAY AND THE MINIMUM WAGE

With the proposed revision to the 2016-17 Salary Schedule the Board Policy No. 5.16 needs to reflect the changes by adding Memorial Day as an approved holiday to section A and the words and non-exempt professional to Section B.

Board Policy 5.16 is provided in the accompanying page with the changes shown in red.

These changes to DBOT Policy 5.16, Holiday, Overtime Pay, Compensatory Time, Call-In Pay and The Minimum Wage are offered for your consideration as presented.

SUGGESTED MOTION:

Move to approve the changes to Policy 5.16 as presented.
The president is authorized to provide guidelines for the receipt of holiday pay, overtime pay, and a minimum wage rate per hour.

A. The following recognized holidays are provided for employees of South Florida State College:

1. New Year’s Day
2. Martin Luther King Birthday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day
8. Such other days as specified in the college calendar approved annually by the Board of Trustees.

B. Overtime pay, calculated at one and one-half times an employee’s hourly rate for hours actually worked beyond 40 hours per week, shall be granted to career and non-exempt professional employees upon authorization of the president.

1. The hourly rate shall be determined by dividing the employee’s annual salary by 2080 hours.
2. In those instances in which compensatory time is earned, it shall be scheduled to be taken within four months following the date it was earned and at a time approved by the immediate supervisor.

C. If a full-time, regular employee is out one or more days during a work week (even if due to a covered sick day(s) or annual leave) and he or she works in excess of his or her normal working hours, he or she will be reimbursed for extra hours on a straight time basis only.

D. Eligible employees who work overtime may choose to be paid for it or to receive compensatory time off. Employee selecting to take compensatory time off shall be eligible for such compensatory time at the rate of one and one-half times the hours worked. Compensatory time off shall be taken within four months following the date it was earned and at a time approved by the supervisor.

E. Call-in pay: An employee, eligible for overtime or compensatory time, who has completed work and left the college premises, and who is later called in and reports to work before the start of the next regularly scheduled shift, shall be eligible for call-in pay and guaranteed three hours of work or pay even if the actual working time is less than three hours.

1. The employee will be compensated at a straight-time rate (i.e., not at an overtime rate).

2. The employee must complete a time sheet and indicate the day when call-in pay was earned. The time sheet must be approved by the immediate supervisor.

3. An employee called into work earlier than normal, who remains to complete a shift, shall not be eligible for call-in pay.

F. The college shall endeavor to pay the minimum wage, subject to financial considerations, as established by the Fair Labor Standards Act.

HISTORY: Last Reviewed 6/27/12

Issued by District Board of Trustees: 8/10/84
Reviewed: 7/1/04, 7/1/07, 7/22/09, 6/27/12
Revised: 8/21/08, 9/26/01
7.0 Academic and Student Matters
PRESENT TO BOARD: DECEMBER 7, 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 REVISION

Request approval to revise the following baccalaureate program to align with DOE's requirement changes; effective Fall 2017 (201810).

➢ Elementary Education #7710 – BS
   • Remove both common prerequisite courses (EDF 2085 Introduction to Diversity for Educators and EME 2040 Introduction to Technology for Educators) as program entrance requirements.

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.
PRESENT TO BOARD: DECEMBER 7, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: FEE PROPOSALS

Consideration of the following fee proposals is requested:

I. **Request Approval to Revise Fees** – Added Basic Life Support / Cardiopulmonary Resuscitation Certification fee.

<table>
<thead>
<tr>
<th>Course Prefix#</th>
<th>Course Title</th>
<th>Current Fee</th>
<th>Proposed Fee</th>
<th>Effective Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 0003C</td>
<td>Introduction to Healthcare</td>
<td>$20.00</td>
<td>$75.00</td>
<td>Spring 2017</td>
</tr>
<tr>
<td>HSC 1230C</td>
<td>Methods of Patient Care</td>
<td>$85.00</td>
<td>$140.00</td>
<td>Spring 2017</td>
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<td>MLT 0043C</td>
<td>Basic Concepts of Phlebotomy</td>
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<td>$155.00</td>
<td>Spring 2017</td>
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<tr>
<td>NUR 1020C</td>
<td>Fundamentals of Nursing</td>
<td>$1,150.00</td>
<td>$1,205.00</td>
<td>Spring 2017</td>
</tr>
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</table>

**SUGGESTED MOTION:**

Move to approve the fee proposals as presented.
PRESENT TO BOARD: DECEMBER 7, 2016

TO: SOUTH FLORIDA STATE COLLEGE
   DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: 2017-2018 ACADEMIC CALENDAR

Attached is the proposed 2017-2018 Academic Calendar. The proposed calendar has been reviewed by departments directly involved in providing student services, the Faculty Council, the Learning and Student Success Committee and the President’s Council. The calendar has been coordinated to coincide as closely as possible with local school districts and meets the State required dates for beginning terms.

SUGGESTED MOTION:

Move to approve 2017-2018 Academic Calendar as presented.
### 2017-2018 ACADEMIC CALENDAR

Classes for community education, workforce training, and selected certificate programs are ongoing. Adult Education classes are open-entry and are offered year-round. Please check our Web site at [www.southflorida.edu](http://www.southflorida.edu) or with a counselor/advisor for the most current offerings. Dual enrollment students check with a high school counselor for beginning and ending dates.

<table>
<thead>
<tr>
<th>South Florida State College</th>
<th>Academic Dates and Deadlines</th>
<th><strong>Fall 2017</strong></th>
<th><strong>Spring 2018</strong></th>
<th><strong>Summer 2018</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Term (16 weeks)</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Priority date to apply for financial aid</td>
<td>Aug 17</td>
<td>Oct 16</td>
<td>Mar 15</td>
<td></td>
</tr>
<tr>
<td>Begin priority registration for students with over 40 hours</td>
<td>Mar 20</td>
<td>Oct 2</td>
<td>Oct 2</td>
<td></td>
</tr>
<tr>
<td>Begin registration for students with over 20 hours</td>
<td>Mar 27</td>
<td>Oct 9</td>
<td>Oct 9</td>
<td></td>
</tr>
<tr>
<td>Begin open registration</td>
<td>Apr 3</td>
<td>Oct 16</td>
<td>Oct 16</td>
<td></td>
</tr>
<tr>
<td>Priority date for SFSC Foundation Scholarships</td>
<td>June 15</td>
<td>Oct 16</td>
<td>Mar 15</td>
<td></td>
</tr>
<tr>
<td>Fee payment deadline</td>
<td>Aug 8*</td>
<td>Dec 7*</td>
<td>Apr 19*</td>
<td></td>
</tr>
<tr>
<td>Faculty return</td>
<td>Aug 14</td>
<td>Jan 2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Classes begin</td>
<td>Aug 18</td>
<td>Jan 3</td>
<td>May 7</td>
<td></td>
</tr>
<tr>
<td>Registration Ends (Last Day to ADD a Class)***</td>
<td>Aug 22</td>
<td>Jan 5</td>
<td>May 8</td>
<td></td>
</tr>
<tr>
<td>Final day to drop classes with refund or change audit status</td>
<td>Aug 25</td>
<td>Jan 10</td>
<td>May 11</td>
<td></td>
</tr>
<tr>
<td>Last day to apply for graduation</td>
<td>Oct 15</td>
<td>Mar 1</td>
<td>June 1</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw with a grade of W</td>
<td>Oct 24</td>
<td>Mar 19</td>
<td>June 27</td>
<td></td>
</tr>
<tr>
<td>Exam week**</td>
<td>Dec 7 - 13</td>
<td>April 26 - May 2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Dec 13</td>
<td>May 2</td>
<td>July 31</td>
<td></td>
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<tr>
<td>Commencement</td>
<td>Dec 14</td>
<td>May 3</td>
<td>-</td>
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<tr>
<td>Grades due in Registrar’s Office</td>
<td>Oct 16 (by Noon)</td>
<td>May 3 (by Noon)</td>
<td>July 31 (by Noon)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>First Flex Session (8 weeks)</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Priority date to apply for financial aid</td>
<td>Aug 17</td>
<td>Oct 16</td>
<td>Mar 15</td>
</tr>
<tr>
<td>Begin priority registration for students with over 40 hours</td>
<td>Mar 20</td>
<td>Oct 2</td>
<td>Oct 2</td>
</tr>
<tr>
<td>Begin registration for students with over 20 hours</td>
<td>Mar 27</td>
<td>Oct 9</td>
<td>Oct 9</td>
</tr>
<tr>
<td>Begin open registration</td>
<td>Apr 3</td>
<td>Oct 16</td>
<td>Oct 16</td>
</tr>
<tr>
<td>Fee payment deadline</td>
<td>Aug 8*</td>
<td>Dec 7*</td>
<td>Apr 19*</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Aug 18</td>
<td>Jan 3</td>
<td>May 7</td>
</tr>
<tr>
<td>Registration Ends (Last Day to ADD a Class)***</td>
<td>Aug 22</td>
<td>Jan 5</td>
<td>May 8</td>
</tr>
<tr>
<td>Final day to drop classes with refund or change audit status</td>
<td>Aug 25</td>
<td>Jan 10</td>
<td>May 11</td>
</tr>
<tr>
<td>Last day to withdraw with a grade of W</td>
<td>Sept 21</td>
<td>Feb 5</td>
<td>June 1</td>
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<tr>
<td>Last day to apply for graduation</td>
<td>Oct 15</td>
<td>Mar 1</td>
<td>June 1</td>
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<tr>
<td>Exam week**</td>
<td>Oct 12 &amp; 13</td>
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<td>Last day of classes</td>
<td>Oct 13</td>
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<td>June 18</td>
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<tr>
<td>Grades due in Registrar’s Office</td>
<td>Oct 16 (by Noon)</td>
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<td>Priority date to apply for financial aid</td>
<td>Aug 17</td>
<td>Oct 16</td>
<td>Mar 15</td>
</tr>
<tr>
<td>Begin priority registration for students with over 40 hours</td>
<td>Mar 20</td>
<td>Oct 2</td>
<td>Oct 2</td>
</tr>
<tr>
<td>Begin registration for students with over 20 hours</td>
<td>Mar 27</td>
<td>Oct 9</td>
<td>Oct 9</td>
</tr>
<tr>
<td>Begin open registration</td>
<td>Apr 3</td>
<td>Oct 16</td>
<td>Oct 16</td>
</tr>
<tr>
<td>Fee payment deadline</td>
<td>Aug 8*</td>
<td>Dec 7*</td>
<td>Apr 19*</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Aug 18</td>
<td>Jan 3</td>
<td>May 7</td>
</tr>
<tr>
<td>Registration Ends (Last Day to ADD a Class)***</td>
<td>Aug 22</td>
<td>Jan 5</td>
<td>May 8</td>
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<tr>
<td>Final day to drop classes with refund or change audit status</td>
<td>Aug 25</td>
<td>Jan 10</td>
<td>May 11</td>
</tr>
<tr>
<td>Last day to withdraw with a grade of W</td>
<td>Nov 17</td>
<td>Feb 24</td>
<td>June 19</td>
</tr>
<tr>
<td>Last day to apply for graduation</td>
<td>Oct 15</td>
<td>Mar 1</td>
<td>June 19</td>
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<tr>
<td>Exam week**</td>
<td>Dec 12 - 13</td>
<td>May 1 - May 2</td>
<td>-</td>
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<tr>
<td>Last day of classes</td>
<td>Dec 13</td>
<td>May 2</td>
<td>July 31</td>
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<tr>
<td>Grades due in Registrar’s Office</td>
<td>Dec 14 (by Noon)</td>
<td>May 3 (by Noon)</td>
<td>July 31 (by Noon)</td>
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<table>
<thead>
<tr>
<th>Third Flex Session (13 weeks)</th>
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</thead>
<tbody>
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<td>Aug 17</td>
<td>Oct 16</td>
<td>Mar 15</td>
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<tr>
<td>Begin priority registration for students with over 40 hours</td>
<td>Sep 11</td>
<td>Oct 2</td>
<td>Oct 2</td>
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<tr>
<td>Begin registration for students with over 20 hours</td>
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<tr>
<td>Begin open registration</td>
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<td>Oct 16</td>
<td>Oct 16</td>
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<tr>
<td>Fee payment deadline</td>
<td>Aug 28*</td>
<td>Jan 15</td>
<td>-</td>
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<tr>
<td>Classes begin</td>
<td>Sep 11</td>
<td>Jan 24</td>
<td>-</td>
</tr>
<tr>
<td>Registration Ends (Last Day to ADD a Class)***</td>
<td>Sep 12</td>
<td>Jan 25</td>
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<tr>
<td>Final day to drop classes with refund or change audit status</td>
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<td>Jan 30</td>
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<tr>
<td>Last day to apply for graduation</td>
<td>Oct 15</td>
<td>Mar 1</td>
<td>June 20</td>
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<tr>
<td>Last day to withdraw with a grade of W</td>
<td>Nov 3</td>
<td>Mar 27</td>
<td>-</td>
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<tr>
<td>Exam week**</td>
<td>Dec 12 - 13</td>
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<td>-</td>
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<tr>
<td>Last day of classes</td>
<td>Dec 13</td>
<td>May 2</td>
<td>-</td>
</tr>
<tr>
<td>Grades due in Registrar’s Office</td>
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<td>May 3 (by Noon)</td>
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<table>
<thead>
<tr>
<th>Limited Services Available</th>
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<tbody>
<tr>
<td>Convocation</td>
<td>Aug 14</td>
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<td>-</td>
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<tr>
<td>Staff Development Day</td>
<td>-</td>
<td>Feb 16</td>
<td>-</td>
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<table>
<thead>
<tr>
<th>Holidays</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>No classes - college closed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Fridays of Summer B (June 29, July 6, 13, 20, 27, and Aug 3)</td>
<td>Thanksgiving - Nov 22-28</td>
<td>Martin Luther King - Jan 1</td>
<td>Independence Day - Jul 4</td>
</tr>
<tr>
<td>All classes - college closed</td>
<td>Labor Day - Sept 4</td>
<td>Memorial Day - May 28</td>
<td>-</td>
</tr>
<tr>
<td>Winter Break - Dec 16-Jan 1</td>
<td>Spring Break - Mar 11-18</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

* Fees due on day of registration after deadline date
** Examination schedule for Arts and Science Division courses only. Please check course syllabi for all other divisions.
***Add ends at midnight

* Add during limited services available

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**Limited Services Available**
- Convocation: August 14
- Staff Development Day: February 16

**Holidays**
- Labor Day - Sept 4
- Memorial Day - May 28
- Independence Day - Jul 4
- Thanksgiving - Nov 22-28
- Martin Luther King - Jan 1
- Independence Day - Jul 4
- Summer Break - Jun 19 - Jul 31
8.0 Purchasing and Other Action Items
PRESENT TO BOARD: DECEMBER 7, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: SFSC MISSION STATEMENT AFFIRMATION

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

SUGGESTED MOTION:

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

The function of our organization

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

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

• completing an associate degree in preparation for pursuing a baccalaureate or other professional degree or credential;

• completing a baccalaureate degree, associate degree, or certificate related to career and technical preparation to enter the workforce or to improve career circumstances;

• completing college preparatory programs of study including those leading to the high school diploma;

• obtaining basic skills in literacy, numeracy, and citizenship to prosper as a contributing member of society;

• gaining personal, cultural, and global awareness, appreciation, and understanding needed in a complex contemporary society;

• pursuing advanced academic preparation and credentials available through partnerships with colleges and universities; and

• participating in the social, cultural, environmental, and economic development of the communities served by the college.

We believe in the worth of each of our students and, through all of our educational programs and services, we seek to develop human potential and to create brighter futures.
PRESENT TO BOARD: DECEMBER 7, 2016

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: SFSC STRATEGIC PLAN (2017-2021)

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

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

The proposed SFSC Strategic Plan 2017-2021 is presented to the SFSC District Board of Trustees for review, discussion, and consideration.

SUGGESTED MOTION:

Move to approve the 2017-2021 SFSC Strategic Plan as presented.
PRESENT TO BOARD: DECEMBER 7, 2016

TO: SOUTH FLORIDA STATE COLLEGE
    DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: REVISION TO THE 2016-17 SALARY SCHEDULE

As recommended, the SFSC District Board of Trustees approved revisions to the 2016-17 Salary Schedule in October to ensure compliance with changes proposed by the U.S. Department of Labor. These changes were set to go into effect December 1, 2016 and included the reclassification of many professional level positions from exemption from overtime compensation to non-exempt status.

Recently, a federal judge ruled that the U.S.D.O.L. erred in making changes to the Fair Labor Standards Act and issued a preliminary injunction postponing the December 1 effective date of the new overtime rule. With the uncertainty of what the new wage level threshold for overtime exemption may become or if/when implementation of changes to the FLSA will occur, it is recommended that SFSC postpone implementation of the changes recommended in October indefinitely. A revised Salary Schedule for 2016-17 is recommended for approval effective December 1, 2016, providing for a return to exempt status for all professional level employees.

SUGGESTED MOTION:

Move to approve the revised 2016-17 Salary Schedule as presented.
9.0 Reports
PRESENT TO BOARD:  DECEMBER 7, 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 October 2016.
South Florida State College
Fund 1 Student Fee Revenue, FY 16 vs FY 17

Student Fees FY16
Student Fees FY17
South Florida State College
Fund 1 Total Revenue, FY 16 vs FY 17

<table>
<thead>
<tr>
<th></th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue FY16</td>
<td>3.00</td>
<td>4.41</td>
<td>5.56</td>
<td>7.12</td>
<td>9.80</td>
<td>11.9</td>
<td>13.7</td>
<td>15.4</td>
<td>17.2</td>
<td>18.8</td>
<td>20.4</td>
<td>21.9</td>
</tr>
<tr>
<td>Revenue FY17</td>
<td>2.88</td>
<td>4.54</td>
<td>5.68</td>
<td>7.55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revenues In Millions
South Florida State College
Fund 1 Total Revenues & Expenditures FY 17

Revenues in Millions of Dollars

<table>
<thead>
<tr>
<th></th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>2.88</td>
<td>4.54</td>
<td>5.68</td>
<td>7.55</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Expenditures</td>
<td>1.51</td>
<td>3.22</td>
<td>5.01</td>
<td>6.82</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
South Florida State College
Revenue and Expenditures for Fund 1
For Month Ended October 31, 2016

<table>
<thead>
<tr>
<th>Code</th>
<th>Account Title</th>
<th>Budget Amount</th>
<th>Amount</th>
<th>Difference</th>
<th>Percentage Collected/Spent to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>401-403XX</td>
<td>Tuition and Out of State Fees</td>
<td>4,408,218.00</td>
<td>2,237,965.47</td>
<td>2,170,252.53</td>
<td>50.77%</td>
</tr>
<tr>
<td>404XX</td>
<td>Lab Fees</td>
<td>392,625.00</td>
<td>265,174.39</td>
<td>127,450.61</td>
<td>67.54%</td>
</tr>
<tr>
<td>408XX</td>
<td>Technology Fees</td>
<td>189,000.00</td>
<td>94,616.97</td>
<td>94,383.03</td>
<td>50.06%</td>
</tr>
<tr>
<td>405-407XX, 409XX</td>
<td>Other Student Fees</td>
<td>119,485.00</td>
<td>43,443.74</td>
<td>76,041.26</td>
<td>67.54%</td>
</tr>
<tr>
<td>41600</td>
<td>Grants and Contracts from Counties</td>
<td>100,000.00</td>
<td>25,000.00</td>
<td>75,000.00</td>
<td>25.00%</td>
</tr>
<tr>
<td>42110</td>
<td>FCSPF-General Revenue</td>
<td>11,732,171.00</td>
<td>3,970,257.00</td>
<td>7,761,914.00</td>
<td>33.84%</td>
</tr>
<tr>
<td>4215X</td>
<td>Performance Based Incentive</td>
<td>918,946.00</td>
<td>274,616.97</td>
<td>644,329.03</td>
<td>29.89%</td>
</tr>
<tr>
<td>42210</td>
<td>CO&amp;DS Entitlement</td>
<td>1,100.00</td>
<td>1,100.00</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>42610</td>
<td>FCSPF-Lottery</td>
<td>3,829,925.00</td>
<td>425,548.00</td>
<td>3,404,377.00</td>
<td>11.11%</td>
</tr>
<tr>
<td>429XX, 439XX</td>
<td>Indirect Costs Recovered</td>
<td>145,750.00</td>
<td>62,286.38</td>
<td>83,463.62</td>
<td>42.74%</td>
</tr>
<tr>
<td>44100</td>
<td>Cash Contributions</td>
<td>15,127.00</td>
<td>6,095.00</td>
<td>9,032.00</td>
<td>40.29%</td>
</tr>
<tr>
<td>46400</td>
<td>Use of College Facilities</td>
<td>85,600.00</td>
<td>20,161.82</td>
<td>65,438.18</td>
<td>23.55%</td>
</tr>
<tr>
<td>466XX, 467XX</td>
<td>Other Sales and Services</td>
<td>256,275.00</td>
<td>110,507.30</td>
<td>145,767.70</td>
<td>43.12%</td>
</tr>
<tr>
<td>487XX, 489XX</td>
<td>Fines and Penalties/Miscellaneous</td>
<td>35,585.00</td>
<td>9,068.39</td>
<td>26,516.61</td>
<td>25.48%</td>
</tr>
<tr>
<td>49XXX</td>
<td>Transfers and Other Revenues</td>
<td>201,050.00</td>
<td>(845.98)</td>
<td>201,895.98</td>
<td>-0.42%</td>
</tr>
</tbody>
</table>

Total Revenue $22,435,357.00 $7,546,256.72 $14,889,100.28 33.64%

51XXX     Management                        1,703,811.00 560,956.39 1,142,854.61 32.92%
52XXX     Instructional                   4,571,397.00 1,195,889.12 3,375,507.88 26.16%
53XXX     Other Professional              2,949,942.00 912,444.74 2,037,497.26 30.93%
54XXX     Career Staff                    2,682,271.00 834,706.54 1,847,564.46 26.16%
56XXX     Other Professional-Instructional 1,114,885.00 263,767.23 851,117.77 23.66%
57XXX     Other Professional-Tech/Clerical/Trade 117,585.00 28,396.99 89,188.01 24.15%
58XXX     Student Employment              25,000.00 3,958.60 21,041.40 15.83%
58500     Employees Awards                11,500.00 11,500.00 0.00%
59XXX     Benefits                       4,093,609.00 1,125,919.67 2,967,689.33 27.50%

Total Personnel $17,270,000.00 $4,926,039.28 $12,343,960.72 28.52%

605XX     Travel                           307,370.00 44,987.82 262,382.18 14.64%
61000     Freight and Postage            31,125.00 9,251.91 21,873.09 29.73%
615XX     Telecommunications             86,000.00 11,334.66 74,665.34 13.18%
62000     Printing                        82,255.00 6,598.24 75,656.76 8.02%
625XX     Repairs and Maintenance         1,012,890.61 521,321.84 491,568.77 51.47%
63000     Rentals                          157,765.00 48,184.96 109,580.04 30.54%
635XX, 637XX Insurance                   420,750.00 223,693.73 197,056.27 53.17%
640XX     Utilities                       1,440,670.00 328,068.60 1,112,601.40 22.77%
645XX     Other Services                  707,219.00 307,908.58 399,310.42 43.54%
64700     Grant Aid                      4,280.00 1,359.00 2,921.00 31.75%
650XX     Professional Fees              240,150.00 31,245.07 208,904.93 13.01%
655XX     Education Office/Dept Material Supp 522,580.00 184,166.07 338,413.93 35.24%
657XX     Data Software                   38,250.00 12,834.46 25,415.54 33.55%
66000     Maint/Construction Material/Supp 293,500.00 70,647.55 222,852.45 24.07%
665XX     Other Materials and Supplies    154,548.84 35,626.60 118,922.24 23.05%
670XX     Subscriptions/Library           50,100.00 16,725.93 33,374.07 33.39%
675XX     Purchases for Resale            50,505.00 7,079.09 43,425.91 14.02%
680XX     Scholarships                   45,000.00 18,619.06 26,380.94 41.38%
690XX     Transfers and Other Expenses    90,000.00 (883.56) 90,883.56 90.88%

Total Current Expenses $5,734,958.45 $1,187,768.61 $3,547,189.84 32.76%

706XX     Minor Equipment >1000<5000       32,000.00 15,207.90 16,792.10 47.52%
71000     Furniture and Equipment        20,000.00 20,000.00 0.00%

Total Capital Outlay $52,000.00 $15,207.90 $36,792.10 29.25%
PRESENT TO BOARD: DECEMBER 7, 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 chart presented is a summary listing of all donations and pledges made to the SFSC Foundation since the October 2016 meeting of the College District Board of Trustees. The included dates are October 12, 2016 through November 15, 2016. The total amount being reported is $262,230.95.

II. Foundation Update

A. Newsletter with End-of-Year Annual campaign
B. Foundation Lunch-n-Learn
C. Jacaranda Open House
D. Jubilee – Monday, November 28 at 6:30 p.m.
E. Christmas Luncheon – Thursday, December 8 at 12:00 noon
### South Florida State College Foundation, Inc

**Gift Summary Report  10/12/16 - 11/15/16**

<table>
<thead>
<tr>
<th>Fund ID</th>
<th>Fund Description</th>
<th>Gift Count</th>
<th>Cash</th>
<th>Pledges</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Unrestricted</td>
<td>39</td>
<td>$35,294.00</td>
<td>$585.00</td>
<td>$0.00</td>
<td>$35,879.00</td>
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<tr>
<td>2000</td>
<td>Jacaranda Restoration Fund</td>
<td>1</td>
<td>$6.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>5011</td>
<td>SFSC General Scholarship</td>
<td>6</td>
<td>$91.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$91.00</td>
</tr>
<tr>
<td>5014</td>
<td>Joe Johnston/Bette McDearman Memor</td>
<td>1</td>
<td>$20.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>5025</td>
<td>General Nursing Scholarship</td>
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<td>$0.50</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.50</td>
</tr>
<tr>
<td>5031</td>
<td>SFSC Community Fund</td>
<td>7</td>
<td>$75.52</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$75.52</td>
</tr>
<tr>
<td>5032</td>
<td>SFSC Library Donations</td>
<td>3</td>
<td>$35.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>5045</td>
<td>Athletic Booster Club</td>
<td>2</td>
<td>$15.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>5058</td>
<td>Take Stock In Children - Ops</td>
<td>1</td>
<td>$10.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>5095</td>
<td>Dental Programs</td>
<td>1</td>
<td>$25.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>5110</td>
<td>Highlands County Bar Association</td>
<td>5</td>
<td>$1,450.00</td>
<td>$3,000.00</td>
<td>$0.00</td>
<td>$4,450.00</td>
</tr>
<tr>
<td>5158</td>
<td>TSIC Scholarships</td>
<td>8</td>
<td>$252.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$252.00</td>
</tr>
<tr>
<td>6005</td>
<td>Partnership Project</td>
<td>7</td>
<td>$211,195.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$211,195.00</td>
</tr>
<tr>
<td>6006</td>
<td>Alumni Association Fund</td>
<td>2</td>
<td>$176.93</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$176.93</td>
</tr>
<tr>
<td>6007</td>
<td>Field House Project</td>
<td>1</td>
<td>$10,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

**Grand Totals:**

<table>
<thead>
<tr>
<th>Gift Count</th>
<th>Cash</th>
<th>Pledges</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>85</td>
<td>$258,645.95</td>
<td>$3,585.00</td>
<td>$0.00</td>
<td>$262,230.95</td>
</tr>
</tbody>
</table>

85 Gift(s) listed
69 Donor(s) listed
PRESENT TO BOARD:    DECEMBER 7, 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

II. Declined Grant Proposals
   None.

III. Federal Legislative Report
    Brief presentation on the status of the federal budget and expected FY17 funding opportunities.