



**SFSC
District Board of Trustees
Regular Meeting
January 18, 2017**

**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*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: JANUARY 18, 2017
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 January 18, 2017 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of January 18, 2017 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
JANUARY 18, 2017
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 Planning Workshop – December 7, 2016
 - 1.2.2 Regular Meeting – December 7, 2016
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
 - 2.2 Employee Retirement Recognition
- 3.0 Public Comment
- 4.0 Presentation – None
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Grant Applications
 - 5.2.1 Arts Engagement in American Communities - \$10,000.00
 - 5.3 Operating Actions
 - 5.3.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues – None
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
- 8.0 Other Action Items
 - 8.1 President’s Annual Performance Review
- 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: JANUARY 18, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – PLANNING WORKSHOP – DECEMBER 7, 2016

It is recommended that the minutes of the planning workshop held December 7, 2016 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

**Move to approve the minutes of the December 7, 2016
planning workshop as presented.**

**PLANNING WORKSHOP MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DECEMBER 7, 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, Chair
Mr. Joe Wright
Mrs. Pamela T. Karlson, College Attorney
Dr. Thomas C. Leitzel, President/Secretary

Staff Present: Mrs. Jamie Bateman Mrs. Ashley Bennett Dr. Deborah Fuschetti
Dr. Robert Flores Mrs. Susie Hale Mrs. Melanie Jackson
Mrs. Deborah Latter Mr. Glenn Little Mr. Keith Loweke
Dr. Lindsay Lynch Mr. Lynn MacNeill Dr. Sidney Valentin
Dr. Chris van der Kaay Mrs. June Weyrauch Dr. Tim Wise

Guests: Dr. Robert E. Lee Mrs. Barbara Kirschner

CALL TO ORDER

At 10:06 a.m., the Planning Workshop of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mr. Derren Bryan.

AFFIRMATION OF SFSC MISSION STATEMENT

The Board reviewed the current SFSC Mission Statement. Dr. Leitzel stated that the document would be recommended for affirmation during the regular Board meeting following the workshop. No changes were recommended.

CORE INDICATORS OF EFFECTIVENESS

Dr. van der Kaay presented the SFSC Core Indicators of Effectiveness: 2010-2016.

STRATEGIC PLANNING

Dr. van der Kaay presented the college's Strategic Plan 2017-2021 – Destination 2021 for the Trustee's review.

PRESENTATION: Florida Sunshine, and Public Records Laws

Dr. Leitzel welcomed Dr. Robert E. Lee to the Planning Workshop and gave a brief introduction to the Trustees. Dr. Lee presented the Florida Sunshine, and Public Records Laws to Trustee's for refresher training.

There being no further discussion, the Planning Workshop adjourned at 12:24 p.m.



OFFICE OF THE PRESIDENT

Item 1.2.2

PRESENT TO BOARD: JANUARY 18, 2017
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: MINUTES – REGULAR MEETING – DECEMBER 7, 2016

It is recommended that the minutes of the regular meeting held December 7, 2016 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:
Move to approve the minutes of the December 7, 2016 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DECEMBER 7, 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: Mr. Erik Christensen Ms. Cindy Garren Dr. Michele Heston

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Robert Flores
	Dr. Deborah Fuschetti	Mrs. Susie Hale	Mrs. Deborah Latter
	Mr. Glenn Little	Ms. Melissa Lee	Dr. Lindsay Lynch
	Mr. Lynn MacNeill	Dr. Sidney Valentine	Dr. Chris van der Kaay
	Mrs. June Weyrauch	Dr. Tim Wise	

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 1:03 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

Mrs. Rider made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held December 7, 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.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held October 26, 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. Mr. Bryan asked the Board to approve moving the January 25th Board meeting to January 18th. All Board members agreed to move the Board meeting to January 18th.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

None

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Florida Blue Scholarship Presentation

Dr. Leitzel introduced Mrs. Jamie Bateman who stated that the 25 college students received scholarships from Florida Blue in the amount of \$18,211.55 for nursing, EMS, radiography, and dental students. The students were brought forward to receive their scholarship from Mrs. Tami Cullens, SFSC Trustee and a member of the Florida College System Foundation Board and Mrs. Jamie Bateman, Executive Director for Institutional Advancement for the SFSC Foundation.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments; retirements; resignations; terminations; and adjunct faculty 2016-17, academic year as needed. *(EXHIBIT "A")*

5.2 Agreements and Contracts

5.2.1 Approved the collegiate high school agreement with Desoto County School Board as presented. *(EXHIBIT "A")*

5.2.2 Approved the collegiate high school agreement with Hardee County School Board as presented. *(EXHIBIT "B")*

5.2.3 Approved the collegiate high school agreement with Highlands County School Board as presented. *(EXHIBIT "C")*

5.3 Grant Applications

5.3.1 Visit Florida's Heartland – A Cultural Destination

Cultural, Heritage, Rural, and Nature Tourism Grant Program – Marketing
\$5,000

5.3.2 Visit MOFAC – A Tour of Florida's Cultural Heritage

Cultural, Heritage, Rural, and Nature Tourism Grant Program – Education
\$2,000

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register and summary through October 2016. *(EXHIBIT "D")*

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

6.0 PLANNING AND POLICY ISSUES

6.1 Policy Implementation

Policy 5.16 Holiday, Overtime Pay, Compensatory Time, Call-In Pay and The Minimum Wage

Approved the changes to Policy 5.16 as presented. *(EXHIBIT "E")*

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve 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.**

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

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

Mr. Backer made a motion, seconded by Mr. Wright, 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.**

7.2 Fee Proposals

Dr. Valentine introduced the fee proposals. *(EXHIBIT "G")*

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

7.3 2017-2018 Academic Calendar

Dr. Valentine presented the 2017-2018 SFSC Academic Calendar. *(EXHIBIT "H")*

Mr. Backer made a motion, seconded by Mr. Lambert, to approve the 2017-2018 Academic Calendar 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 Mission Statement Affirmation

The Board reviewed the current SFSC Mission Statement. No changes were recommended. *(EXHIBIT "I")*

Mrs. Rider made a motion, seconded by Mr. Backer, to affirm the SFSC Mission 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 Strategic Plan Approval

Dr. Leitzel presented the South Florida State College Strategic Plan 2017-2021 for approval. *(EXHIBIT "J")*

Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to the South Florida State College Strategic Plan 2017-2021 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 Revision To The 2016-17 Salary Schedule

Mr. Little presented the revised 2016-17 Salary Schedule to the Board. The Fair Labor Standards Act has been postponed by a federal judge. With uncertainty of what the new wage level threshold for overtime exemption may become or if/when implementation of changes to the Fair Labor Standards Act will occur. Mr. Little asked the Board to postpone implementation of the changes recommended in October indefinitely and approve the revised 2016-17 Salary Schedule. Mr. Little stated that SFSC did consult with Board Attorney Pam Karlson to make sure that we are in compliance.

Mrs. Rider made a motion, seconded by Mr. Wright, to approve the revised 2016-17 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.**

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 October 2016. *(EXHIBIT "K")*

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$262,230.95** from October 12 through November 15, 2016. Mrs. Bateman shared that the Foundation Newsletter has been printed and distributed. She stated there were 480 mail outs. The Foundation Newsletter is available via mail, e-mail, College website, and on the Foundation's Facebook page. Mrs. Bateman announced that the November 8, 2016 Foundation Board meeting and Lunch n' Learn went very well as the Nursing Department did a simulation for the Board with the new SimMom. Mrs. Bateman shared that the Open House Renovations at the Jacaranda on November 10th went very well. She shared that there was 100 attendees at the event. Take Stock in Children had two Leaders For Life finalist, one from our DeSoto campus and the other from our Lake Placid campus. These candidates have the chance to win a \$40,000 scholarship. Mrs. Bateman informed the Board that SFSC Take Stock in Children has had 10 finalist in the past 7 years. She shared that the Jacaranda Jubilee had 111 attendees and the Foundation Holiday Luncheon was at 178 RSVPs.

9.3 Resource Development

I. Grants Development Report

Dr. Lynch reported none.

II. Funded Grant Proposals

Dr. Lynch reported none.

III. Declined Grant Proposals

Dr. Lynch reported none.

IV. Federal Legislative Report

Dr. Lynch gave a brief presentation on the status of the federal budget and expected FY17 funding opportunities. She shared that the Continuing Resolution for FY17 will expire at midnight on December 9th. Dr. Lynch updated the Board on Federal Policy issues under new administration. The status of Deferred Action for Childhood Arrivals (DACA) is pending. There is a new campaign by ACCT for Year- Round PELL called #PELLYes. Dr. Lynch shared some of the industry predictions for higher education in the following areas; Department of Defense funding, NSF and NIH reductions, Infrastructure spending, Public Safety training, Jobs initiatives, and "Healthy Safety Nets". Dr. Lynch is hopeful to see grant opportunities in these areas.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Presented the 2016 "The Year in Review" video. He thanked Mrs. Latter, her staff, Mr. MacNeill, and Mrs. Austin for their assistance.
2. Congratulated Mrs. Cullens on the AFC/FCS Trustee of the Year Award and Dr. Robert Flores as the AFC President.
3. Shared the SFSC Best Practice Award with Trustees.
4. Announced that SFSC received Infraguard Membership.
5. Shared Title V HIS Stem Grant "Talk Tracts".
6. Highlighted that the Great Florida Fire School was a success. Our Veteran's Day program was an equal success.
7. Shared that the Bachelor Degree Awarded at Public Four Year Institutions in the Chronicle listed SFSC number 30.
8. Announced that the Cross Country team ranked 30th overall in the country.
9. Thanked Dr. Wise and team for their work on a very successful College For A Day 2016. This is the first year that SFSC has had all three counties in attendance and had over 750 high school students.
10. Special thanks for Board Attorney Karlson for her work on OCR success.
11. Mentioned that Mrs. Asena Mott will serve as Director of the DeSoto campus.
12. Congratulated Dr. Eduardo Pardron, President of Miami Dade on receiving the Presidential Medal of Freedom.
13. Announced the College Holiday Luncheon will be Wednesday, December 14th at 11:00 a.m.
14. Announced Fall Commencement will start at 6:15 p.m. on Thursday, December 15th and to meet in MOFAC. Also shared that we will have all three Superintendents from our three supporting counties in attendance this year.
15. Shared the 2016 Holiday Video.

9.5 Board Attorney's Report

Mrs. Karlson thanked the Trustees for their attention and participation in the Planning Workshop with Dr. Robert E. Lee. Stated that if anyone had any questions to do not hesitate to call her. Mrs. Karlson wished everyone the best this holiday season.

9.6 Board Members' Reports

Mrs. Puckorius wished a very blessed Christmas.

Mr. Backer stated that the Jubilee was wonderful. He said that he has heard wonderful things about Mrs. Asena Mott. Shared the retired SFSC employee Dr. Deery was the comic entertainment at the DeSoto Fire Department banquet. He wished everyone a Merry Christmas and Happy New Year.

Mr. Lambert shared that at the Hardee Chamber Christmas parade that SFSC Pete the Panther was there and three of the judges were SFSC employees.

Mr. Wright wished everyone a Happy Holidays.

Dr. Kirschner wished everyone a Merry Christmas and Happy New Year.

Mrs. Cullens shared a message with Trustees about a scholarship thank you and how it has helped their family. She shared how thankful she is to be able to serve on the Board. She wished everyone a blessed Christmas holiday and a Happy New Year.

Mrs. Rider shared what a great privilege it is to serve on such a wonderful Board and how thankful she is to be able to help families in our community. She wished everyone a Merry Christmas and Happy New Year.

9.7 Board Chair Report

Mr. Bryan congratulated Mrs. Cullens on her award. He thanked Mrs. Karlson for helping host the Sunshine Law training and encouraged Trustees to use Mrs. Karlson when they have questions. He stated that he is looking forward to next week and wished everyone a Merry Christmas and Happy New Year.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:22 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: JANUARY 18, 2017

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 15 and identify any additional items that should be listed, or any changes that might be necessary.

District Board of Trustees Agenda Master Calendar

JANUARY 2017	FEBRUARY 2017	MARCH 2017
<p>18 Board Meeting, 1 PM Highlands Campus</p>	<p>8 AFC Trustees Legislative Conference, Tallahassee</p> <p>13-17 ACCT National Legislative Summit, Washington, D.C.</p> <p>22 Board Meeting, 1 PM Highlands Campus</p> <p>24 Professional Development Day</p>	<p>13-19 Spring Break</p> <p>22 Board Meeting, 1 PM Highlands Campus</p>
APRIL 2017	MAY 2017	JUNE 2017
<p>26 Board Meeting, 1 PM Highlands Campus</p>	<p>4 Spring Commencement</p> <p>24 Budget Workshop, 10 AM, followed by Board Meeting, 1 PM, Highlands Campus</p>	<p>21 Board Meeting, 1 PM Highlands Campus</p>
JULY 2017	AUGUST 2017	SEPTEMBER 2017
<p>26 Board Meeting, 1 PM Highlands Campus</p>	<p>23 *Board Meeting, 1 PM Highlands Campus</p>	<p>27 *Board Meeting, 1 PM Highlands Campus</p> <p>25-28 ACCT Annual Leadership Congress, Las Vegas, NV</p>
OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017
<p>25 *Board Meeting, 1 PM Highlands Campus</p>	<p>25 *Board Meeting, 1 PM Highlands Campus</p>	<p>6 *Planning Workshop 10 AM, followed by Board Meeting, 1 PM, Highlands Campus</p>

New Addition


Tentative *

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1


PRESENT TO BOARD: JANUARY 18, 2017
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Theresa Collins-Hill	Program Specialist, Panther Youth Partners	Leah Sauls	09/12/16
Gregson Fortaleza	End User Support Analyst I	Richard Merritt	09/06/16
Asena Mott	Director, DeSoto Campus	Sidney Valentine	11/8/16
Frankie Rodriguez Martinez	End User Support Analyst I	Richard Merritt	09/01/16



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: JANUARY 18, 2017
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: EMPLOYEE RETIREMENT RECOGNITION

Susan D. Hale is eligible for retirement from South Florida State College. It is fitting that we recognize her for her thirty-one years of service.

Employee	Position	Dates of Service
Susan D. Hale	Director, Human Resources	01/27/86-01/31/17

SUGGESTED MOTION:
Move to recognize the retirement of Susan D. Hale for her thirty-one years of service to South Florida State College.

3.0 *Public Comment*


4.0 Presentations

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: JANUARY 18, 2017
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: CONSENT AGENDA ACTION ITEMS

The following Consent Agenda is provided for your review. Any Consent Agenda item may be discussed or removed from the Consent Agenda at the request of any Board member. The actual agenda items with background information are provided in the related section of the Board Agenda. The following sections of the agenda are included in the Consent Agenda: Personnel Actions, Contracts/Agreements, Grant Applications and Operating Actions. Your consideration of the recommended action is appreciated.

SUGGESTED MOTION:
Move to approve the agenda items listed in the Consent Agenda.

	CONSENT AGENDA ACTION ITEMS	Page
5.1	Personnel Actions	24
5.2	Grant Applications	25
	5.2.1 Arts Engagement in American Communities - \$10,000	
5.3	Operating Actions	26
	5.3.1 Monthly Accounts Payable & Payroll Check Register	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JANUARY 18, 2017

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, ADMINISTRATORS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kesterson Jr., Donald	Director, Human Resources	01/23/17

II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Martinez, Sara	Testing Specialist	01/02/17
von Merveldt, Mary*	Director, Nursing	01/02/17
Carson, Kendall	Program Specialist, Agricultural Programs	01/03/17
Robinson, Dominique	Case Manager, Farmworker Career Development Program	01/09/17

**Transferring from Professor, Nursing position*

III. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lee, Treasa	Administrative Assistant II, Adult Education & Technical Dual Enrollment	12/05/16
Niemiec, Edward*	General Maintenance	01/06/17

**Transferring from Custodian, PT position*

IV. TERMINATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jones, Orlando	General Maintenance, HVAC	12/07/16

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Corso, Laura	ESOL	II
Dela Cruz, Maria	Nursing: ADN, PN, Nurse Assistant	II
Hamilton, Kaneisha	Developmental Math	III
Higgins, Cody	ESOL	III
McLaren, Teri	English & Literature	II
Robbins, Bryan	Logistics and Business	II
Sheldone, Michael	AC Technology	IV
Sorensen, Tia	Personal Fitness/ESOL/ABE/GED	III

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JANUARY 18, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – ARTS ENGAGEMENT IN AMERICAN COMMUNITIES

Title: **Arts Engagement in American Communities**
Source: National Endowment for the Arts
Amount: \$10,0000
Description: SFSC Cultural Programs has been invited to apply for \$10,000 in matching funds to enhance arts presentations and educational programming in 2017-2018.

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




OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: JANUARY 18, 2017

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 December 2016 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:								
	2016/2017 Checks		2016/2017 Electronic Payments		2016/2017 P-Card		2016/2017 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	279	\$264,601.15	110	\$1,283,706.63	373	\$201,676.52	762	\$1,749,984.30
Aug	160	218,421.90	198	937,898.65	778	347,204.32	1136	\$1,503,524.87
Sept	1505	1,830,284.44	211	806,075.87	659	298,056.70	2375	\$2,934,417.01
Oct	450	570,887.63	162	1,086,685.92	597	347,131.69	1209	\$2,004,705.24
Nov	351	308,038.08	243	788,427.68	656	250,770.71	1250	\$1,347,236.47
Dec	227	293,140.08	144	926,835.11	567	192,478.68	938	\$1,412,453.87
Jan								
Feb								
March								
April								
May								
June								
Totals	2972	\$3,485,373.28	1068	\$5,829,629.86	3630	\$1,637,318.62	7670	\$10,952,321.76

Payroll:								
	2016/2017 Checks		2016/2017 Electronic Payments				2016/2017 Totals	
	No.	Amount	No.	Amount			No.	Amount
July	22	\$28,776.87	424	\$817,976.84			446	\$846,753.71
Aug	20	35,223.88	379	766,414.96			399	\$801,638.84
Sept	11	20,944.99	401	797,355.56			412	\$818,300.55
Oct	18	21,819.32	455	846,126.13			473	\$867,945.45
Nov	19	21,192.77	470	851,951.26			489	\$873,144.03
Dec	26	44,787.53	465	904,214.88			491	\$949,002.41
Jan								
Feb								
March								
April								
May								
June								
Totals	116	\$172,745.36	2594	\$4,984,039.63			2710	\$5,156,784.99

Accounts Payable:						
	2015/2016			2016/2017		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	1,025	\$1,934,247.84	\$1,934,247.84	762	\$1,749,984.30	\$1,749,984.30
August	793	1,354,011.01	\$3,288,258.85	1,136	1,503,524.87	\$3,253,509.17
September	2,093	3,344,279.05	\$6,632,537.90	2,375	2,934,417.01	\$6,187,926.18
October	1,479	1,601,455.95	\$8,233,993.85	1,209	2,004,705.24	\$8,192,631.42
November	1,280	1,740,984.33	\$9,974,978.18	1,250	1,347,236.47	\$9,539,867.89
December	1,262	1,206,295.68	\$11,181,273.86	938	1,412,453.87	\$10,952,321.76
January	956	1,230,712.44	\$12,411,986.30			
February	1,799	2,990,407.07	\$15,402,393.37			
March	1,076	1,602,278.21	\$17,004,671.58			
April	1,125	1,418,435.93	\$18,423,107.51			
May	1,376	1,396,970.28	\$19,820,077.79			
June	978	1,642,132.21	\$21,462,210.00			
Totals	15,242	\$21,462,210.00		7,670	\$10,952,321.76	

Payroll:						
	2015/2016			2016/2017		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	540	\$895,772.59	\$895,772.59	446	\$846,753.71	\$846,753.71
August	400	825,834.92	\$1,721,607.51	399	801,638.84	\$1,648,392.55
September	426	841,336.48	\$2,562,943.99	412	818,300.55	\$2,466,693.10
October	470	876,711.85	\$3,439,655.84	473	867,945.45	\$3,334,638.55
November	430	989,940.76	\$4,429,596.60	489	873,144.03	\$4,207,782.58
December	488	931,871.08	\$5,361,467.68	491	949,002.41	\$5,156,784.99
January	462	847,139.64	\$6,208,607.32			
February	470	862,996.63	\$7,071,603.95			
March	485	869,927.13	\$7,941,531.08			
April	446	869,518.77	\$8,811,049.85			
May	474	906,460.80	\$9,717,510.65			
June	429	865,725.57	\$10,583,236.22			
Totals	5520	\$10,583,236.22		2710	\$5,156,784.99	

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: JANUARY 18, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

I. COURSE REINSTATEMENT

Request approval to reinstate following course and associated lab to allow students to improve keyboarding skills or substitute for alternative course/lab due to scheduling conflict; effective Spring 2017 (201720).

- **OTA 0105 Occupational Intermediate Keyboarding (48 contact hours)**
- **OTA 0105L Occupational Intermediate Keyboarding Lab (48 contact hours)**

II. COURSE REINSTATEMENT

Request approval to reinstate following overseas study course. Students have expressed an interest and is thought to be currently more affordable; effective Summer 2017 (201730).

- **HUM 2701 Humanities Overseas Study (1-6 credits)**

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.

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

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8.0 *Purchasing and Other Action Items*



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: JANUARY 18, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PRESIDENT'S ANNUAL PERFORMANCE REVIEW

In accordance with provisions in the employment contract of the president, the SFSC District Board of Trustees annually reviews the performance of the president in a manner consistent with applicable Florida Statutes and State Board of Education Rules. During each annual performance review, which normally occurs in January, the Board should consider the president's progress in supporting College planning and equity goals as well as modifications to the president's employment contract.

The President's salary is not typically considered during this annual performance review.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: JANUARY 18, 2017

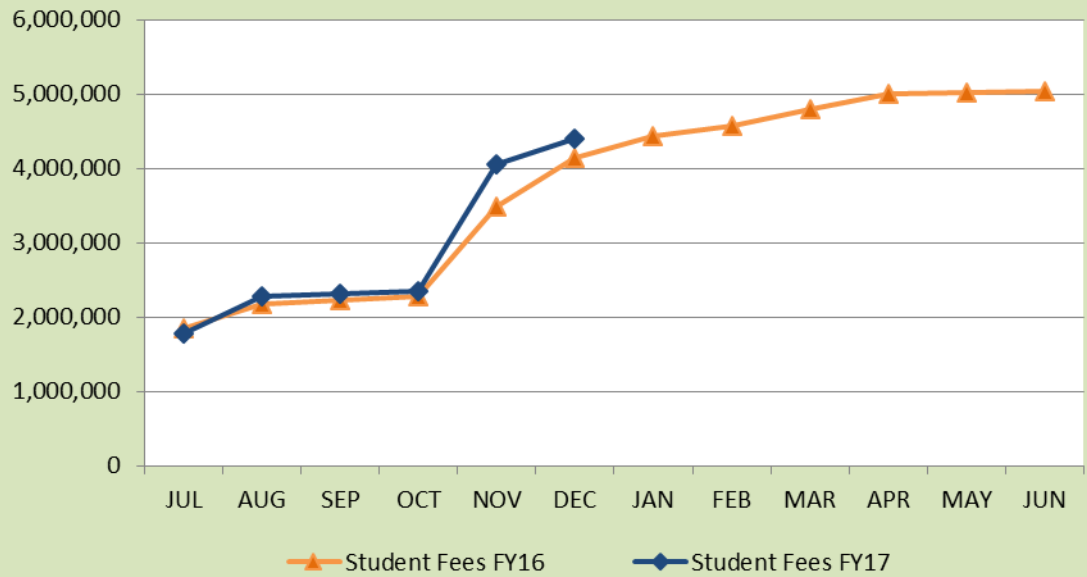
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

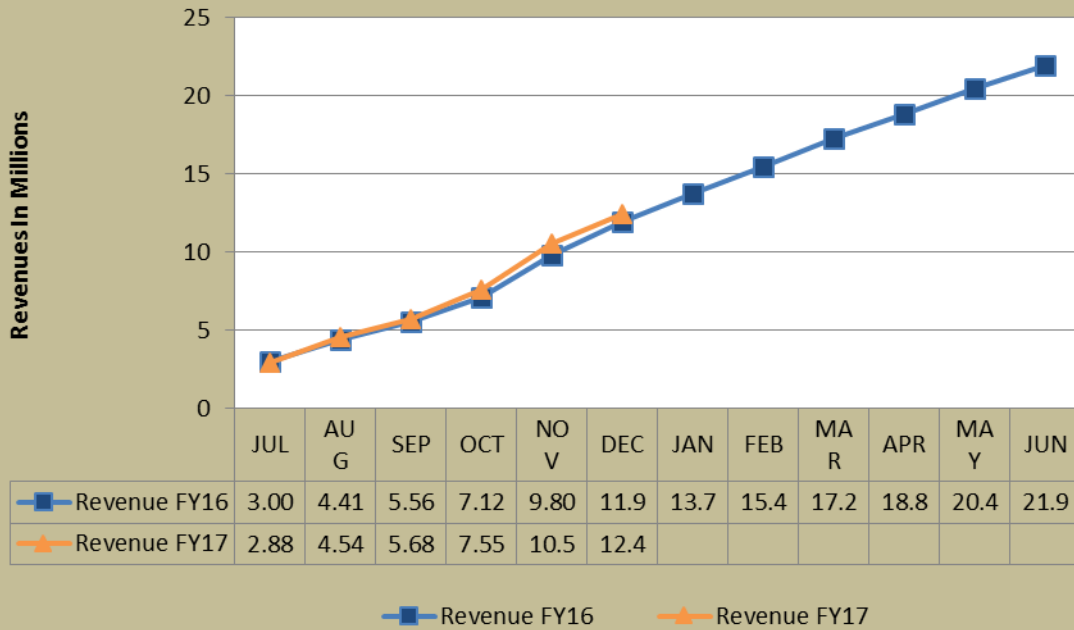
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Enclosed for your review are the graphs and a summary of revenues and expenditures compared to budgeted funds within the Operating Budget through December 2016.

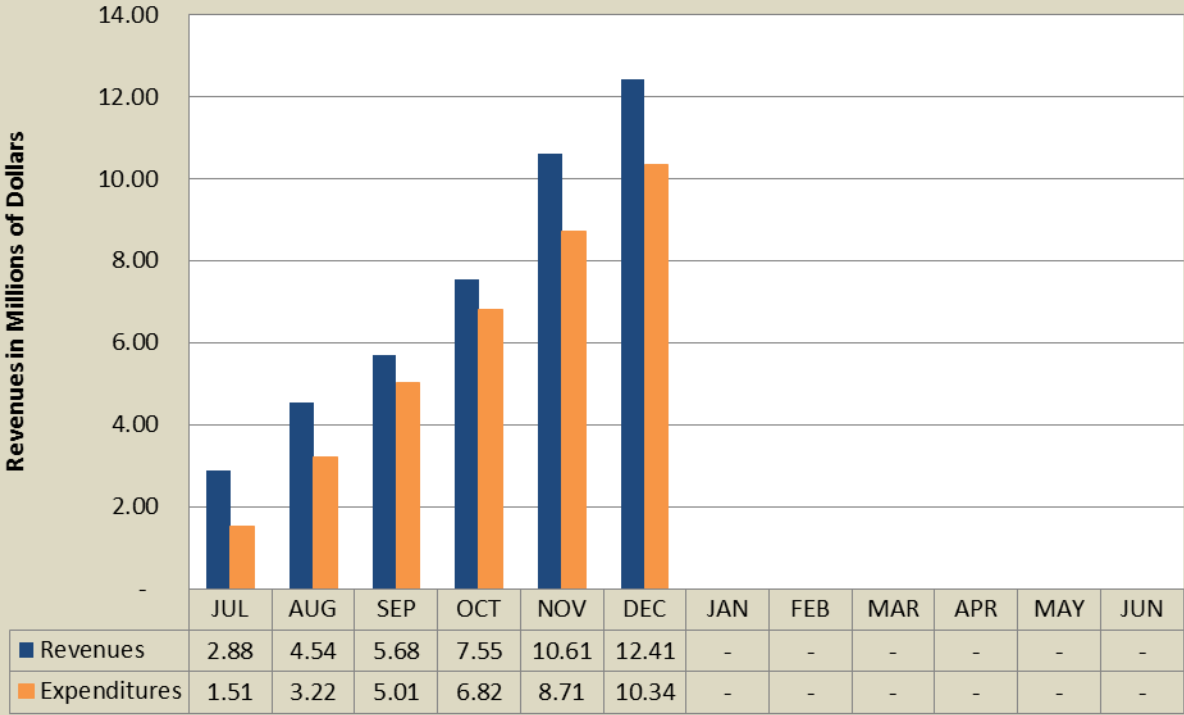
**South Florida State College
Fund 1 Student Fee Revenue, FY 16 vs FY 17**



South Florida State College Fund 1 Total Revenue, FY 16 vs FY 17



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



South Florida State College					
Revenue and Expenditures for Fund 1					
For Month Ended December 31, 2016					
Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401-403XX	Tuition and Out of State Fees	4,408,218.00	3,818,231.78	589,986.22	86.62%
404XX	Lab Fees	392,625.00	354,616.24	38,008.76	90.32%
408XX	Technology Fees	189,000.00	161,954.64	27,045.36	85.69%
405-407XX, 409XX	Other Student Fees	119,485.00	70,700.43	48,784.57	59.17%
41600	Grants and Contracts from Counties	100,000.00	50,000.00	50,000.00	50.00%
42110	FCSPF-General Revenue	11,732,171.00	5,955,386.00	5,776,785.00	50.76%
4215X	Performance Based Incentive	918,946.00	411,974.00	506,972.00	44.83%
42210	CO&DS Entitlement	1,100.00		1,100.00	0.00%
42610	FCSPF-Lottery	3,829,925.00	1,276,643.00	2,553,282.00	33.33%
429XX, 439XX	Indirect Costs Recovered	145,750.00	83,066.71	62,683.29	56.99%
441-44300	Cash Contributions	15,127.00	12,605.00	2,522.00	83.33%
46400	Use of College Facilities	85,600.00	47,765.76	37,834.24	55.80%
466XX, 467XX	Other Sales and Services	256,275.00	151,503.85	104,771.15	59.12%
48100	Interest and Dividends	4,500.00	2,631.88	1,868.12	58.49%
487XX, 489XX	Fines and Penalties/Miscellaneous	35,585.00	11,827.30	23,757.70	33.24%
49XXX	Transfers and Other Revenues	201,050.00	(841.78)	201,891.78	-0.42%
	Total Revenue	\$22,435,357.00	\$12,408,064.81	\$ 10,027,292.19	55.31%
51XXX	Management	1,703,811.00	846,295.82	857,515.18	49.67%
52XXX	Instructional	4,571,397.00	1,991,842.04	2,579,554.96	43.57%
53XXX	Other Professional	2,949,942.00	1,355,687.97	1,594,254.03	45.96%
54XXX	Career Staff	2,682,271.00	1,256,681.96	1,425,589.04	46.85%
56XXX	Other Professional-Instructional	1,114,885.00	516,104.57	598,780.43	46.29%
57XXX	Other Professional-Tech/Clerical/Trade	117,585.00	49,163.61	68,421.39	41.81%
58XXX	Student Employment	25,000.00	7,760.25	17,239.75	31.04%
58500	Employees Awards	11,500.00	11,900.00	(400.00)	103.48%
59XXX	Benefits	4,093,609.00	1,755,974.18	2,337,634.82	42.90%
	Total Personnel	\$17,270,000.00	\$ 7,791,410.40	\$ 9,478,589.60	45.12%
605XX	Travel	307,370.00	88,022.79	219,347.21	28.64%
61000	Freight and Postage	31,125.00	9,491.86	21,633.14	30.50%
615XX	Telecommunications	86,000.00	16,042.61	69,957.39	18.65%
62000	Printing	82,255.00	15,537.96	66,717.04	18.89%
625XX	Repairs and Maintenance	1,012,890.61	680,768.66	332,121.95	67.21%
63000	Rentals	157,765.00	79,106.35	78,658.65	50.14%
635XX, 637XX	Insurance	420,750.00	225,465.38	195,284.62	53.59%
640XX	Utilities	1,440,670.00	490,545.30	950,124.70	34.05%
645XX	Other Services	707,219.00	365,379.90	341,839.10	51.66%
64700	Grant Aid	4,280.00	1,700.00	2,580.00	39.72%
650XX	Professional Fees	240,150.00	61,711.72	178,438.28	25.70%
655XX	Education Office/Dept Material Supp	522,580.00	244,327.63	278,252.37	46.75%
657XX	Data Software	38,250.00	13,451.06	24,798.94	35.17%
66000	Maint/Construction Material/Supp	293,500.00	109,945.14	183,554.86	37.46%
665XX	Other Materials and Supplies	154,548.84	46,932.50	107,616.34	30.37%
670XX	Subscriptions/Library	50,100.00	48,060.60	2,039.40	95.93%
675XX	Purchases for Resale	50,505.00	14,443.01	36,061.99	28.60%
680XX	Scholarships	45,000.00	21,136.50	23,863.50	46.97%
69XXX	Transfers and Other Expenses	90,000.00	(838.56)	90,838.56	-0.93%
	Total Current Expenses	\$ 5,734,958.45	\$ 2,531,230.41	\$ 3,203,728.04	44.14%
706XX	Minor Equipment >1000<5000	32,000.00	17,862.90	14,137.10	55.82%
71000	Furniture and Equipment	20,000.00		20,000.00	0.00%
	Total Capital Outlay	\$ 52,000.00	\$ 17,862.90	\$ 34,137.10	34.35%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: JANUARY 18, 2017

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 December 2016 meeting of the College District Board of Trustees. The included dates are November 16, 2016 through January 3, 2017. The total amount being reported is **\$39,824.60**

II. Foundation Update

- A.** Rotary Club of Highlands County Presentation/Donation
- B.** 40 & 8 VFW Avon Park Presentation/Donation
- C.** Lions Club Presentation

South Florida State College Foundation, Inc

Gift Summary Report 11/16/16 - 1/3/17

Fund ID	Fund Description	Gift Count	Cash	Pledges	Other	Total
1000	Unrestricted	152	\$7,578.00	\$0.00	\$0.00	\$7,578.00
2000	Jacaranda Restoration Fund	2	\$12.00	\$0.00	\$0.00	\$12.00
5011	SFSC General Scholarship	13	\$282.00	\$0.00	\$0.00	\$282.00
5014	Joe Johnston/Bette McDearman Memor	2	\$40.00	\$0.00	\$0.00	\$40.00
5025	General Nursing Scholarship	3	\$4,024.76	\$0.00	\$0.00	\$4,024.76
5031	SFSC Community Fund	12	\$82.00	\$0.00	\$0.00	\$82.00
5032	SFSC Library Donations	6	\$70.00	\$0.00	\$0.00	\$70.00
5045	Athletic Booster Club	5	\$5,030.00	\$0.00	\$0.00	\$5,030.00
5058	Take Stock In Children - Ops	2	\$20.00	\$0.00	\$0.00	\$20.00
5080	Dr. Placido and Nida Roquiz Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
5095	Dental Programs	2	\$50.00	\$0.00	\$0.00	\$50.00
5108	MOFAC	1	\$1,200.00	\$0.00	\$0.00	\$1,200.00
5110	Highlands County Bar Association Scholarship	18	\$8,775.00	\$6,000.00	\$0.00	\$14,775.00
5118	Rotary Club of Highlands County Scott Fettinger	1	\$2,500.00	\$0.00	\$0.00	\$2,500.00
5158	TSIC Scholarships	16	\$114.00	\$0.00	\$0.00	\$114.00
6005	Partnership Project	28	\$2,870.00	\$0.00	\$0.00	\$2,870.00
6006	Alumni Association Fund	2	\$176.84	\$0.00	\$0.00	\$176.84
	Grand Totals:	266	\$33,824.60	\$6,000.00	\$0.00	\$39,824.60
	266 Gift(s) listed					
	164 Donor(s) listed					



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JANUARY 18, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT AND FEDERAL RELATIONS REPORT

I. Funded Grant Proposals

Title: Beauty and the Beast Advertising
Source: Highlands County Tourist Development Council
Amount: \$1,000.00
Description: SFSC Cultural Programs has been awarded \$1,000 to promote the upcoming South Carolina Ballet production of Beauty and the Beast. Funds will be used to promote the event outside of Highlands County, including print advertising in Florida Dance Magazine and Dance World Magazine.

II. Declined Grant Proposals

Title: Central Florida BRIDGE
Source: US Department of Labor
Amount: \$3,942,202.00
Description: Funds were requested to develop innovative education and training programs to support Healthcare and Advanced Manufacturing industries. The Department of Labor selected 23 proposals based upon a geographic distribution to fund in this first year of the new America's Promise program.

III. Federal Legislative Report

Brief update on FY17 budget and federal legislative activity