



**SFSC
District Board of Trustees
Regular Meeting
April 26, 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: April 26, 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 April 26, 2017 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of April 26, 2017 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
April 26, 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 Regular Meeting – March 22, 2017
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 Employee Retirement Acknowledgement
 - 2.2 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentation
 - 4.1 Student Life, Activities, Services, and Athletics
 - 4.2 Annual Equity Update Report
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Contracts for Private Attorney Services 2017-18 and Reappointment of College Attorney
 - 5.2.2 Training Agreement – Glades County
 - 5.2.3 Training Agreement – CareerSource Southwest Florida
 - 5.2.4 Training Agreement – CareerSource Polk
 - 5.3 Grant Applications
 - 5.3.1 Perkins Grants - \$101,790 (Rural and Sparsely Populated) \$152,062 (Postsecondary Career and Technical Education)
 - 5.3.2 Adult General Education – Highlands County - \$206,223
 - 5.3.3 EL Civics – Highlands County - \$43,156
 - 5.3.4 EL Civics – Hardee County - \$30,000
 - 5.3.5 Great Performances in Florida’s Heartland - \$90,000
 - 5.3.6 MOFAC Exhibit - \$10,000
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Uncollectible Debt
- 6.0 Planning and Policy Issues – None
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
- 8.0 Other Action Items
 - 8.1 Acceptance of Annual Equity Plan Update Report

- 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: April 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – MARCH 22, 2017

It is recommended that the minutes of the regular meeting held March 22, 2017 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the March 22, 2017 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MARCH 22, 2017**

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
Dr. Thomas C. Leitzel, President/Secretary
Mrs. Pamela T. Karlson, College Attorney

Excused: Mr. Joe Wright

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
Dr. Deborah Fuschetti	Ms. Cindy Garren	Dr. Michele Heston
Mr. Don Kesterson	Mrs. Deborah Latter	Ms. Melissa Lee
Mr. Glenn Little	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 1:01 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

Mrs. Rider made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting held March 22, 2017 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Lambert made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held February 22, 2017 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed. No changes were recommended.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

None

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of retirements; resignations; terminations; reappointments, full-time administrative staff; full-time faculty 2017-18; annual contract and adjunct faculty 2016-17, academic year as needed. *(EXHIBIT "A")*

5.2 Grant Applications

5.2.1 South Carolina Ballet – The Nutcracker

South Arts - \$7,500

5.2.2 Migrant and Seasonal Farmworker Program

Florida Department of Education - \$290,375

5.2.3 Development of an Aerosolized Diatomaceous Earth Treatment for Domestic Mosquito Control

Florida Department of Agriculture and Consumer Services - \$74,352

5.2.4 Developing Hispanic-Serving Institutions Grant

U.S. Department of Education – 2,750,000

5.2.5 Energizing the Arts

Duke Energy Foundation - \$9,000

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register and summary through February 2017. *(EXHIBIT "B")*

Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the Consent Agenda, Items 5.1 through 5.3.1 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

None

9.0 REPORTS

9.1 Financial Report

Ms. Lee reported the financial graphs and a summary of revenue and expenditures through the month of February 2017. Mr. Little announced that SFSC received a clean Annual Financial Report audit. He thanked Ms. Lee for her work. (*EXHIBIT "C"*)

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$37,971.00** from February 8 through March 2, 2017. Mrs. Bateman shared that a new physician to our community toured the college campuses. She stated that she met Judge Danielle Brewer of DeSoto County. Mrs. Bateman informed the Board of the up-coming Tour the Campus Day. She informed the Board that she attended a meeting in Tallahassee with regards to college foundations. She shared her experiences from the meeting with the Board. Mrs. Bateman thanked Mrs. Karlson for attending Take Stock in Children, Leaders for Life award ceremony in Tallahassee. Mrs. Karlson mentored one of the recipients and was there to show her support.

9.3 Resource Development

I. Grants Development Report

Dr. Lynch distributed and reviewed the Grants Development Report dated 3/22/17.

II. Funded Grant Proposals

None to report.

III. Declined Grant Proposals

None to report.

IV. Federal Legislative Report

Dr. Lynch stated that she is in the grant application season. Dr. Lynch gave a brief background on the USDA HIS-Hispanic grant proposal. She informed the Board about different directions the grant can benefit SFSC students. She shared a submittal and tracking grant module with the Board. Dr. Lynch gave a brief background to the Board on the aerosolized mosquito grant. She gave an update on the Olive Project grant proposal. Dr. Lynch announced that SFSC was renewed for the RSVP grant funding.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Thanked Dr. Lynch for her continued work with grants.
2. Highlighted club conferences for PTK Honor Students and PBL.
3. Shared that enrollment is up 7.07% as of March 22, 2017 for Spring. He believes that enrollment will finish up approximately 2% overall for the year. He stated that our goal is to sustain momentum. He thanked Dr. Valentine and the Enrollment Committee for their continued work. Mr. Lambert encouraged the college to continue its efforts of marketing and community outreach.
4. Shared that Teya Edwards was chosen to attend Senator Bill Nelson's National Prayer Breakfast in Washington, D.C.

5. Informed Trustees that Florida was ranked "Best State in Higher Ed" in U.S. News & World Report.
6. Highlighted SFSC News – gave background on the The Aspen Institute College Excellence Program and Siemens Technical Scholars Program. Out of 18 colleges in the nation, 5 were from Florida, and SFSC was one of the 5. Dr. Leitzel asked, Dr. van der Kaay and Dr. Heston to share with the Board what SFSC had to provide. Dr. Heston shared that two SFSC students were award Siemens Scholars awards.
7. Congratulated Broward College and Indian River State College on their tie for second place as a 2017 Aspen Finalists.
8. Upcoming Events – FCS Best Practice Forum; 2017 All-Florida Academic Awards; MMI; Trustee's Webinar, Florida Jobs in 2030; SFSC Reveal Dinner.
9. Shared Federal Budget proposal that could affect SFSC and that we are watching the budget closely. Dr. Lynch gave some background on current SFSC grants and budget proposal process.
10. Shared Senate appropriations.
11. Shared SB 374 is gaining traction.
12. Stated that gun bills (conceal and open carry) not likely to pass during this session.
13. Updated Trustees of the impact J.D. Alexander is having lobbying and advocating additional funding for SFSC. Dr. Leitzel thanked the Trustees for their support of J.D. Alexander and the work he is doing for SFSC.
14. Asked Dr. Heston to share with the Trustees information about the Conference of Caring being hosted at the Highlands Campus on April 24th.
15. Updated Trustees that there will be two Spring commencement ceremonies on May 4th.
16. Announced that SFSC is participating in The Chronicle Great Colleges To Work For survey.
17. Shared that SFSC Leader Team met with Superintendent Cline of DeSoto County and his Leader Team for a collaborative meeting.

9.5 Board Attorney's Report

Mrs. Karlson shared with the Board that she has started research on the limited sale/service of alcohol on campus locations as a fund raising option.

9.6 Board Members' Reports

Mrs. Puckorius stated her suggestion of the limited sale/service of alcohol as a fund raising option was for the College Foundation. She said she would like to learn from the research that Mrs. Karlson is currently conducting.

Mr. Backer stated no report.

Mr. Lambert stated no report.

Dr. Kirschner stated no report.

Mrs. Cullens stated no report. Wished everyone a Happy Easter.

Mrs. Rider stated no report. Wished everyone a Happy Easter.

MARCH 22, 2017

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9.7 Board Chair Report

Mr. Bryan stated he was very encouraged by the Siemens video that Dr. Leitzel shared and the opportunities it holds for SFSC. Mr. Bryan stated that the advertisement and promotion of the college must be working, since our enrollment is up.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:36 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: APRIL 26, 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 13 and identify any additional items that should be listed, or any changes that might be necessary.

District Board of Trustees Agenda Master Calendar

APRIL 2017	MAY 2017	JUNE 2017
<p>26 Board Meeting, 1 PM Highlands Campus</p> <p>29 Foundation Gala, 6 PM Sun'n Lake Island View</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>20 *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>15 *Board Meeting, 1 PM Highlands Campus</p>	<p>6 *Planning Workshop 10 AM, followed by Board Meeting, 1 PM, Highlands Campus</p>
JANUARY 2018	FEBRUARY 2018	MARCH 2018
<p>24 *Board Meeting, 1 PM Highlands Campus</p>	<p>11-14 *ACCT Legislative Summit Washington, D.C.</p> <p>21 *Board Meeting, 1 PM Highlands Campus</p>	<p>21 *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: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENT

Employee	Position	Dates of Service
Dr. Bill Gregory	Professor, Biology	08/17/87-05/04/17


SUGGESTED MOTION:

Move to recognize the retirement of Dr. Bill Gregory for his many years of service to South Florida State College.



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: APRIL 26, 2017
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Kendall Carson	Program Specialist, Agriculture	Tom Bush	01/03/17
Dominique Robinson	Case Manager, Farmworker Career Development Program	Tara Jefferies	01/09/17

3.0 *Public Comment*

4.0 Presentations




OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PRESENTATION – STUDENT LIFE, ACTIVITIES, SERVICES AND ATHLETICS

SGA leadership and other clubs and organizations will introduce members and share accomplishments and high points of the academic year. Our academic and athletic teams are included.

Student Government Association (SGA) Clubs and Organizations - This has been a student driven, fun filled year as the students have celebrated old traditions and started new ones as well. The events and activities of the year were set forth by the SGA E-Board (Executive Board) during the fall of 2016.

- **PTK** – This was an extremely busy year for PTK who participated in a wide range of events. They participated in several educational events, such as: Advisor workshop, Regional Leadership Conference, & Student Information Sessions. They also had several volunteering events such as the Angel Tree & Volunteering at the Humane Society. On top of that, they were very active at the Regional level.
- **Dental Students Association** - The Dental Students Association participated in Healthy Smiles with the Florida State Special Olympics, and College for a Day. We also participated in the Oral cancer screening clinic held at the SFSC Dental Clinic.
- **Student Nurses Association** – We had an active year. We did several fundraising events, such as the Badge Buddy Sales & School Store, to help raise money for the FNSA State Conference.
- **Brain Bowl** - The Brain Bowl team was mainly made of students from the Hardee & Desoto campuses this year. We had a very competitive year, placing very well at the Regional & Sectional Level, & fell 1 spot short of being invited to Nationals.
- **Campus Christian Club** – This was a very busy year for the CCC. They attended several Conferences, such as the Sonburst & the Passion Conference. They also went to the Night of Joy, Winter Jam, & Christmas Concerts. On top of that, they did quite a bit of Volunteering & fundraising.
- **Hardee Campus Ambassadors** – The Hardee Ambassadors had a busy year, doing a variety of events such as: a Halloween Costume Contest, Meet & Greet Local Candidates, & a Yard Sale.
- **Jac Pac** – The Jac Pac was very active this year, mostly putting on food based events for the Students at the Jacaranda such as: Taco Tuesday & Pizza during College Football Games & the Super Bowl.

- **Peer Mentor Club** – This is a new Club that was very active this year. It pairs returning Students with freshmen, so that the returning Students can mentor & help the freshmen become more successful & active College Students.
- **College Democrats & Republicans** – They were both instrumental in assisting the SGA with setting up Voter Registration, as well as getting information out about the Elections.
- **Hispanic Student Organization** – The Hispanic Student Organization took a visit to the University of Central FL & also met with the Supervisor of Elections, Penny Ogg.
- **Rotoract** – We had a very busy, but fun year. We were involved in many volunteering events, such as: Youth Day & a Backpack Drive. We also did several fundraisers, in order to raise money to go to the Rotary International Convention in Atlanta.
- **Art Club** – Another busy year for the Art Club, taking several off campus field trips such as: the Ringling Museum of Art, a Swamp Buggy Tour, & the Dali & St. Pete Museum of Art.
- **Desoto Center Panther Ambassadors** - The Desoto Ambassadors have been very busy this year, mostly doing volunteer work, such as: Fundraising for Cancer Victims, ARC Angel Tree, & the Christmas Parade. They also had a Halloween Party, Taco Tuesdays, & plan to go to Discovery Cove in May.
- **Basketball Club** – The Basketball Club was very active throughout the year, playing basketball two days a week for the entire year.
- **PBL** - Phi Beta Lambda, the SFSC student business club, participated in several leadership development conferences and workshops. Seven students attended the State Leadership Conference and Competition in March. Six of those students placed top five in the state and one student will be representing the State of Florida at the National Leadership Conference this summer in Anaheim, CA.
- **African American Association** – AAA was instrumental in the Black History Month celebration. They wrote a summary on 20 different historic figures in Black History, to be distributed to the Students each day for the month of February. They also set up & catered a large, Soul Food luncheon that was very well received by all our Students at the end of the month.
- **Soccer Club** - The South Florida State Soccer Club had a very busy and fun year. They played twice a week for the entirety of the fall & early spring.
- **Anime & Gaming Club** – The Anime & Gaming Club has participated in various fundraisers this year. They also had two competition events & will be attending the Tampa Bay Comic Con over the summer.
- **All Clubs** – In addition to the events & trips that the Clubs put on for themselves & our Students, they also all participated regularly in the bi-weekly SGA Meetings, along with attending most of the many events the SGA puts on for all Students.

Athletic Teams

Panther Student Athletes from Baseball, Softball, Cross Country, and Volleyball teams will be presented by respective coaches and will introduce themselves. Coach Hitt, Athletic Director, will also share some season highlights.

Student Government

Besides the very active clubs, the Student Government of SFSC planned and carried out wonderful events this year which inspired learning and fun. These included: Welcome Back, *an event designed to Welcome Students to Campus at the beginning of each semester, the Students passed out waters, planners, and maps, then made sure all new or returning Students knew their way to Class*, End of Semester Party in the Fall and Spring with the Fall consisting of a Casino Night, and the Spring will be a Pool Party with a Bar-B-Q; Panther Pride Pep Rally done in both the Fall and the Spring, *a pep rally designed to boost athletic*

involvement throughout the year; student forum with Dr. Leitzel; a Student Leadership Summit designed to provide quality speakers and workshops to aid students and sharpen their leadership skills; 3 FCSSGA state leadership conferences (State Fall Conference, Rally in Tally, & State Spring Conference); intramural basketball, & soccer; College Week , a weeklong series of events that was participated in by over 10 teams comprised of students & faculty/staff that leads to an overall champion; fall and spring club rush to encourage student participation in organizations; a Halloween/Karaoke Themed Fall Fest Party with food, games, music, dancing, & a costume party; and general SGA meetings every other Wednesday. Student Leaders were also very active in the Campus-Wide orientation, GPS. They assisted in many different areas within GPS, but mainly provided a Student led session that covered everything from college expectations to how to get involved with the Student Government Association. On top of GPS, the Student Leaders were active on several committees on Campus, as well as several College Wide Recruiting Events, such as Open Houses and College for a Day.

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OFFICE OF THE PRESIDENT

Item 4.2

PRESENT TO BOARD: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PRESENTATION – ANNUAL EQUITY UPDATE REPORT

In compliance with the Florida Educational Equity Act (§1000.05, Florida Statutes (F.S.)) and the Florida College System Employment Equity Accountability Program (§1012.86 F.S.), South Florida State College maintains a comprehensive equity plan which documents the College’s continual efforts to address areas of underrepresentation of minorities in its academic programs, activities, and employment. The plan is updated annually and submitted to the Office of Equity and Civil Rights Compliance, Division of Florida Colleges, Florida Department of Education in the form of the Annual Equity Update Report.

The report articulates several measurable goals and objectives related to promoting diversity and ensuring equal access and opportunity for admission to and employment in educational programs and activities; corresponding strategies and timelines for accomplishing these goals and objectives are provided. The report also furnishes a thorough description of the process for reviewing policies and procedures related to equal opportunity, non-discrimination, and employment accountability as prescribed in the aforementioned statutes. Included in these descriptions is the procedure for granting continuing contract status to faculty and evaluating the College president and other senior level administrative staff.

The process used to prepare SFSC’s Annual Equity Update Report entails data collection, analysis and input from several key college faculty, staff, and administrators. The report is submitted in electronic and hard copy formats to the Director, Equity and Civil Rights Compliance, Division of Florida Colleges, Florida Department of Education. It subsequently undergoes a thorough review to ensure compliance; recommendations for improvement, if required, are provided to the College.

The report is forwarded to the President of the Senate and to the Speaker of the House of Representatives, each year, to provide a system-wide progress report on equity and access.

The report is available under separate cover. The presentation of the Annual Equity Update Report to be given at the meeting includes the College’s responses to recommendations from the 2016 report and seeks the acceptance of the 2016-2017 report from the District Board of Trustees under agenda item 8.1.

5.0 Consent Agenda Action Items




OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: APRIL 26, 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
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	5.2.1 Contracts for Private Attorney Services 2017-18 and Reappointment of College Attorney	29
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	5.2.3 Training Agreement – CareerSource Southwest Florida	31
	5.2.4 Training Agreement – CareerSource Polk	32
5.3	Grant Applications	
	5.3.1 Perkins Grants - \$101,790 (Rural and Sparsely Populated) and \$152,062 (Postsecondary Career and Technical Education)	33
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	5.3.3 EL Civics – Highlands County - \$43,156	35
	5.3.4 EL Civics – Hardee County - \$30,000	36
	5.3.5 Great Performances in Florida’s Heartland - \$90,000	37
	5.3.6 MOFAC Exhibit - \$10,000	38
5.4	Operating Actions	
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OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: APRIL 26, 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, FULL-TIME CAREER SERVICE STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lowery, Rebecca*	Employee Benefits Specialist	05/01/17
*Internal Promotion		

II. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Greenwald, Christine	Professor, Nursing	07/31/17

III. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Claar, Rose	Administrative Asst. Controller	04/18/17
Hart, Amy	Director, Testing/Assessment	04/21/17

IV. TERMINATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Baker, Andrea Joy	Cashier	03/24/17

V. REAPPOINTMENTS, FULL-TIME PROFESSIONAL STAFF, 2017-18:

Arpasi, Cheryl	Castro, Fabiana*
Ashworth, Steven	Cleghorn, Diana
Austin Sr., Michael	Collins-Hill, Theresa*
Beers, Rachel	Cortazal, Manuel
Bello, Adela	Cuencas, Edwin*
Bello, Kimberly	Davis, Daniel*
Bennett, Ashley	Diaz, Axel
Blandin, Katrina	Donna, Jerry
Bruns, David	Elders, Theresa
Carter Jr., Benjamin*	Falla, Carlos
Castanon, Irene*	Flemming, Sureka

V. REAPPOINTMENTS, FULL-TIME PROFESSIONAL STAFF, 2017-18 (cont.):

Fortaleza, Gregson	Negron, Christian
Gottus, Tina*	Nicholas, Colin*
Gray, Junior	Ochoa, Danielle*
Green, Courtney	Olano, Ruel
Gutierrez, Deborah	Olson, Deborah
Hall, Michele	Ortiz, Minerva*
Hampton Jr., Robert	Pantoja, Ricardo*
Hemler Jr., Charles	Pinzon, Sandra*
Hintz, Lynn	Polk, Andrew
Hitt, Richard	Puckorius, Mary
Hufton, Michael	Rafatti, Colleen
Hutzelman, Mary	Ramos, Mandy
Ivy Jr., Curtis	Ricker, April
Jackson, Loretta	Rios, Elisavet
Jackson, Melanie	Rodriguez Martinez, Frankie
Jefferies, Tara*	Sauls, Leah*
Jones, Sharon	Schuler, Sharon
Juve, Kristini*	Shanklin, Deanne
Key, Lorrie	Simmons, Joyce
LaDue, Pamela	Southwell, Robin
Latter, Deborah	Stepe, Megan
Lewis, Diane	Torres, Nelson*
Loweke, Keith	von Merveldt, Mary
Lynch, Lindsay	Weyrauch, June
Martinez, Sara	Wheaton, Janet
Mathy, Robert	Wilder, Laura
Merritt II, Richard	Worrell Smith, Lorrie
Morales, Tasha*	Zelenenki, Susan
Narciza, Brian	

*Grant or Special Funded Position

VI. REAPPOINTMENTS, FULL-TIME CAREER STAFF, 2017-18:

Allison, Deborah	Espiritu, Elmer
Altamirano, Joselito	Farmer, Mitzi
Arrington, Mirinda	Ferguson, Ella Jane
Barone, Mary	Fernandez, Tito
Bates, Wanita**	Feyerharm-Sconyers, Jill
Beiner, Vidya	Garcia, Michael
Benn, Kathleen	Glaser, Joshua
Campbell, Barbara	Goulette, Susan
Carden, Denise	Grenke, Jenny*
Caro, Santiago	Hamlet, Devra
Clark, Larry	Haralson, Shawn
Colquitt, Clayton	Herbstreith, Timmiko
DeSantiago, Brenda	Heston, Elizabeth
Dobson-Hacker, Linda	Hufton, Tara

VI. REAPPOINTMENTS, FULL-TIME CAREER STAFF, 2017-18 (cont.):

Donglasan, Herbert	Imsdahl, Nat
Dow, Amy	Jaurigue-Danta, Wilnoreann
Earley, Lauren	Jessiman, Pamela
Eaton, Cindy	Johnson-Decarie, Lisa
Edwards, Greg	Kramer, Joann
Ellis, Sandra	Land, Robert
Lawton, Vivian	Rosam, Randy
Lewis, Cathy	Salmon, Winifred
Loresco Jr., Ernesto	Sarmiento-Noriega, Piedad
McConniel, Rebecca	Schubert, Heather
McGann, Sara	Shanklin, David
Meyers, Ralph	Shannon, Princess
Morales, Denise	Sheridan, James
Muro Del Real, Manuel	Shuler, Subrina
Noonon, Angela	Simpson, Lamar
Nott, Kelly	Smalley, Renee
O'Meara, Daniel	Smith, Chase
Osborne, Tracey	Snow, Donna
Pantoja, Jessica	Snow, John
Prentice, John	Snow, Tammy
Ramnarain, Govindah	Sostre, David
Ramos III, Gregorio	Stetson, Tina
Ramos, Nicholas	Teope, Hansel
Rawlings, Dee Etta	Tollison, Jennifer
Redick, Lauren	Vestal, Pamela
Robey, Christine*	Wheaton, Brian
Rodriguez, Elena	Wolcheck, Jessica
Rodriguez, Jose	Woodhouse, Candice
Rodriguez, Rita	Wyatt, Karla
Rodriguez, Susan	

*Grant or Special Funded Position

**Retiring August 31, 2017

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: CONTRACTS FOR PRIVATE ATTORNEY 2017-2018 AND REAPPOINTMENT OF COLLEGE ATTORNEY

Approval is requested from the District Board of Trustees to enter into contracts for the July 1, 2017 through June 30, 2018 fiscal year with the firms currently engaged to represent South Florida State College as needed. We have been pleased with the services provided by Allen, Norton & Blue, P.A. for employment law issues and Karlson Law Group, P.A., as the College Attorney.

These firms have agreed to continue to provide services under the same terms and at the same rates as in 2016-2017. Summary data follows:

Allen, Norton & Blue, P.A.		Karlson Law Group, P.A.
Annual Retainer	\$500.00	Retainer of \$1,000.00 per month to include up to six hours of consultation each month (including participation at monthly Board meetings). Special work beyond the base six hours will be paid on an hourly basis of \$125.00 per hour.
Hourly Rates:		
• W. Reynolds Allen & Partners	\$225.00	
• Associates	\$200.00	
• Paralegals	\$85.00	

SUGGESTED MOTION:

Move to approve contracting for continued legal services with Allen, Norton & Blue, P.A. and Karlson Law Group, P.A. for the 2017-2018 fiscal year under the terms and rates listed above.



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING AGREEMENT – GLADES COUNTY

Approval is requested to enter into a **new** training provider agreement between Glades County, Florida and South Florida State College for the purpose of providing service experience in the care of patients for Emergency Medical Service (EMS) for college participants, within a clinical setting. This agreement renews annually.

SUGGESTED MOTION:
Move to approve the agreement between Glades, County, Florida and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING AGREEMENT – CAREERSOURCE SOUTHWEST FLORIDA

Approval is requested to a **renew** training provider agreement between Career Source Southwest Florida and South Florida State College for the purpose of providing services to include wage verification, wage tracking, and job placement in Charlotte, Collier, Glades, Hendry and Lee counties. This agreement renews annually

SUGGESTED MOTION:

Move to approve the renewal of a training agreement between CareerSource Southwest Florida and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.2.4

PRESENT TO BOARD: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING AGREEMENT – CAREERSOURCE POLK

Approval is requested to a **renew** training provider agreement between CareerSource Polk and South Florida State College for the purpose of providing services to include wage verification, wage tracking, and job placement in Polk County. This agreement renews annually.

SUGGESTED MOTION:

Move to approve the renewal of a training agreement between CareerSource Polk and South Florida State College as presented.




OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – PERKINS GRANTS

Title: Perkins Grants
Amount: \$101,790 (Rural and Sparsely Populated)
Amount: \$152,062 (Postsecondary Career and Technical Education)
Description: SFSC is requesting funding to supplement and enhance the growth of technical programs such as Allied Health, Business, Computer Science, Public Safety, and Trade and Industry.

SUGGESTED MOTION:
Move to approve the submittal of the grant application as presented and to accept project funding if awarded




OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – ADULT GENERAL EDUCATION – HIGHLANDS COUNTY

Title: Adult General Education – Highlands County
Source: Florida Department of Education
Amount: \$206,223
Description: SFSC is requesting funding to support adult education instruction for adult students in Highlands County. Funds will be used to provide ABE and GED classes.

SUGGESTED MOTION:

Move to approve the submittal of the grant application as presented and to accept project funding if awarded



OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – EL CIVICS – HIGHLANDS COUNTY

Title: EL Civics – Highlands County
Source: Florida Department of Education
Amount: \$43,156
Description: SFSC is requesting funding to support the ESOL department. Funds will be used to provide Highlands County adult students with ESOL and citizenship instruction.

SUGGESTED MOTION:
Move to approve the submittal of the grant application as presented and to accept project funding if awarded



OFFICE OF THE PRESIDENT

Item 5.3.4

PRESENT TO BOARD: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – EL CIVICS – HARDEE COUNTY

Title: EL Civics – Hardee County
Source: Florida Department of Education
Amount: \$30,000
Description: SFSC is requesting funding to support the ESOL department. Funds will be used to provide Hardee County adult students with ESOL and citizenship instruction.

SUGGESTED MOTION:
Move to approve the submittal of the grant application as presented and to accept project funding if awarded



OFFICE OF THE PRESIDENT

Item 5.3.5

PRESENT TO BOARD: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – GREAT PERFORMANCES IN FLORIDA’S HEARTLAND

Title: Great Performances in Florida’s Heartland
Source: Florida Division of Cultural Affairs
Amount: \$90,000
Description: SFSC Cultural Programs is requesting funding to support performances in the 2017-2018 season.

SUGGESTED MOTION:

Move to approve the submittal of the grant application as presented and to accept project funding if awarded




OFFICE OF THE PRESIDENT

Item 5.3.6

PRESENT TO BOARD: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – MOFAC EXHIBIT

Title: MOFAC Exhibit
Source: Florida Division of Cultural Affairs
Amount: \$10,000
Description: MOFAC is requesting funding to engage in the research, design and implementation of a travelling exhibit focused on the unique attractions that developed in Florida as a result of the construction of U.S. 27; an almost 500 mile stretch of highway running down the middle of the state from approximately Tallahassee to Miami. Nicknamed the “Backbone of Florida,” US 27 served as the state’s principal highway before the construction of I-4 and I-75, bringing visitors from the Midwest, Tennessee, Kentucky, and Georgia into Florida’s less traveled areas and spurred the development of numerous artistic, culinary, and witty delights up and down the stretch. This exhibit, ideally a travelling exhibit, will be a visual road-trip through bygone Florida—via photographs, paintings, other mixed media works, and historical remembrances celebrating the various attractions found on or near U.S. 27.

SUGGESTED MOTION:
Move to approve the submittal of the grant application as presented and to accept project funding if awarded



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: APRIL 26, 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 March 2017 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	295	444,298.68	186	848,617.11	626	342,936.75	1107	\$1,635,852.54
Feb	1355	1,814,557.79	224	837,211.52	663	230,452.58	2242	\$2,882,221.89
March	523	522,912.40	207	1,074,631.55	531	227,489.02	1261	\$1,825,032.97
April								
May								
June								
Totals	5145	\$6,267,142.15	1685	\$8,590,090.04	5450	\$2,438,196.97	12280	\$17,295,429.16

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	21	21,347.50	421	788,470.33			442	\$809,817.83
Feb	18	24,876.89	463	847,724.00			481	\$872,600.89
March	21	24,888.38	471	860,830.71			492	\$885,719.09
April								
May								
June								
Totals	176	\$243,858.13	3949	\$7,481,064.67			4125	\$7,724,922.80

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	1,107	1,635,852.54	\$12,588,174.30
February	1,799	2,990,407.07	\$15,402,393.37	2,242	2,882,221.89	\$15,470,396.19
March	1,076	1,602,278.21	\$17,004,671.58	1,261	1,825,032.97	\$17,295,429.16
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		12,280	\$17,295,429.16	

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	442	809,817.83	\$5,966,602.82
February	470	862,996.63	\$7,071,603.95	481	872,600.89	\$6,839,203.71
March	485	869,927.13	\$7,941,531.08	492	885,719.09	\$7,724,922.80
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		4125	\$7,724,922.80	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: UNCOLLECTIBLE DEBT

Uncollectible debts totaling \$ 20,115.75 are requested to be written off as the debts appear to be uncollectible. The \$20,070.75 represent 0.42% of the associated \$4,745,784.11 of student revenue collected in 2014-2015. The non-student receivables represent debts owed related to the business operations of the College that are uncollectible. The debts consist of the following:

Debt Type	Total Amount
Title IV Pell - Returns	\$8,326.23
Title IV Pell - Returns - Bookstore Charges	\$8,352.48
Bright Futures - Returns	\$441.00
Library Fees	\$325.22
Unpaid VA Deferment	\$2,273.32
Miscellaneous	\$352.50
Total	\$20,070.75
Non-Student Receivables	\$45.00
	\$20,115.75

Uncollectible debt totals for student receivables for the past three years.

Year Written Off	Uncollectible Debt Totals	Associated Student revenue	%
2015/2016	\$27,974.52	\$4,687,764.85	0.59%
2014/2015	\$29,072.12	\$4,725,702.89	0.62%
2013/2014	\$46,525.84	\$4,674,442.25	0.99%

SUGGESTED MOTION:

Move to approve the write off of uncollectible debt in the amount of \$20,115.75 as listed above.

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: APRIL 26, 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. PROGRAM REVISIONS

Request approval to revise the following associate in science degree programs to replace general education/ core courses and rearrange course structures; effective Summer 2017 (201730). No program length changes.

➤ **Industrial Management Technology #1730 – AS**

- Replace MNA 2345 Management and Supervision with MAN 2021 Principles of Management
- Replace INP 1390 Human Relations with SYG 2000 General Sociology
- Replace Social Science elective with OST 2335 Business Communications

➤ **Landscape and Horticulture Technology #1620 – AS**

- Replace MNA 2345 Management and Supervision with MAN 2021 Principles of Management
- Replace INP 1390 Human Relations with SYG 2000 General Sociology
- Move ORH 1220 Turfgrass Management from First Summer Term to Second Spring Term
- Move AGR 2915 Internship in Agriculture (Landscape/Horticulture Industry) from Second Spring Term to First Summer Term
- Add 'or equivalent' to MAC 1105 College Algebra in First Spring Term
- Remove AGR 2949 Co-op work Experience in Agriculture (Landscape and Horticulture Industry) option

II. COURSE DELETIONS

Courses listed below fall in accordance with Procedure 2092; courses not taught during the past five years and will not be offered in next five years should be removed from the College Catalog and Statewide Course Numbering System. Request deletion of the following courses, effective Summer 2017 (201730).

- **BSC 1088 Preparing for Anatomy and Physiology**
- **DEP 2002 Child Psychology**
- **HIM 0036 Occupational Introduction Medical Transcription***
- **HIM 0038 Occupational Advanced Medical Transcription***
- **INP 1390 Human Relations**
- **SBM 2000 Small Business Management**

* Related lab fee will automatically be deleted.

III. COURSE ADDITIONS

Request approval to add four test prep courses; new courses are test preparations for FTCE (Florida Teacher Certification Examinations) used as an education program entrance exam and alternative teacher certification exam, and TEAS (Test of Essential Academic Skills) used as part of the nursing program entrance exam. Effective Summer 2017 (201730).

- **SLS 1540 Math Test Prep for FTCE/TEAS (1 cr.)**
- **SLS 1541 Language Arts Test Prep for FTCE/TEAS (1 cr.)**
- **SLS 1542 Science Test Prep for FTCE/TEAS (1 cr.)**
- **SLS 1543 Social Studies Test Prep for FTCE (1 cr.)**

IV. COURSE REVISIONS

Request approval to modify following courses' prerequisite; all changes have been submitted to eliminate unnecessary enrollment restrictions. Effective Fall 2017 (201810).

- **ART 2012C Media Exploration** remove "Instructor's Approval" from prerequisite
- **ART 2330C Figure Drawing** remove "Instructor's Approval" from prerequisite
- **ART 2540C Watercolor Painting I** remove "ART 1301C or Instructor's Approval" from prerequisite

Request approval to add corequisite to following course; change necessary to compliment current course's industry certification. Effective Fall 2017 (201810).

- **CET 2930C Selected Topics in Computer Networking** add "CET 1660C or Instructor's Approval" to corequisite

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: APRIL 26, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ACCEPTANCE OF THE 2016-2017 ANNUAL EQUITY REPORT

The presentation of the Annual Equity Update Report to be given at the meeting includes the College's responses to recommendations from the 2016 report and seeks the acceptance of the 2016-2017 report from the District Board of Trustees.

SUGGESTED MOTION:
Move to accept SFSC's 2017 Annual Equity Update report and to authorize its submission to the Florida Department of Education.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: APRIL 26, 2017

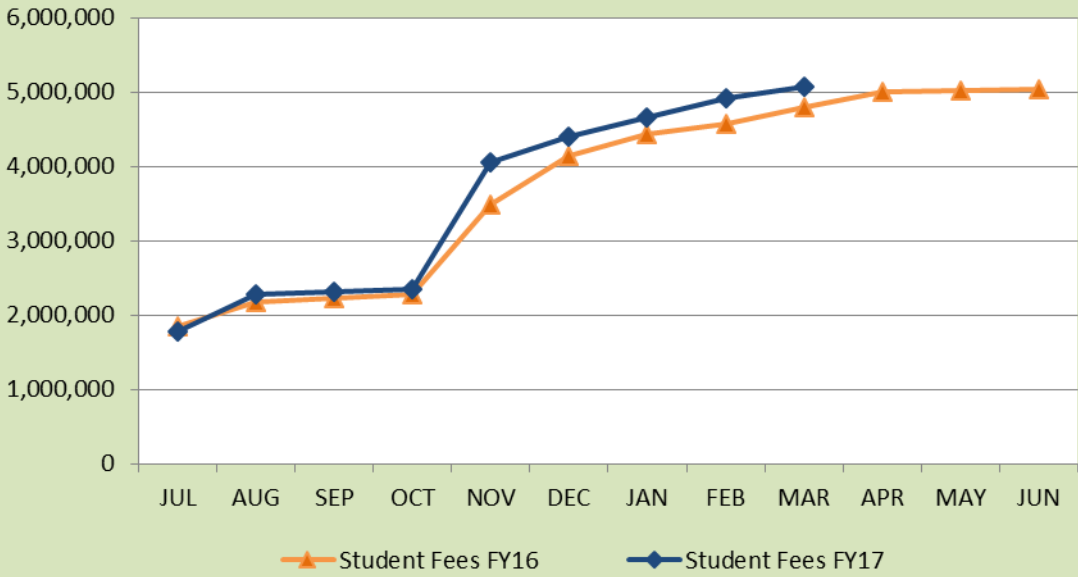
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

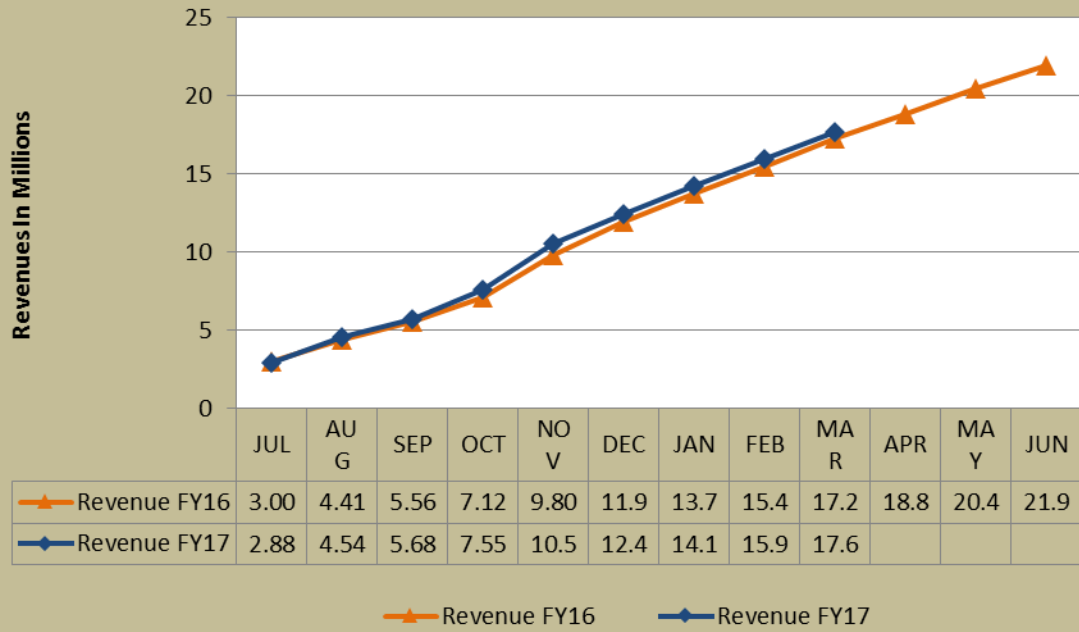
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Enclosed for your review are the graphs and a summary of revenues and expenditures compared to budgeted funds within the Operating Budget through March 2017.

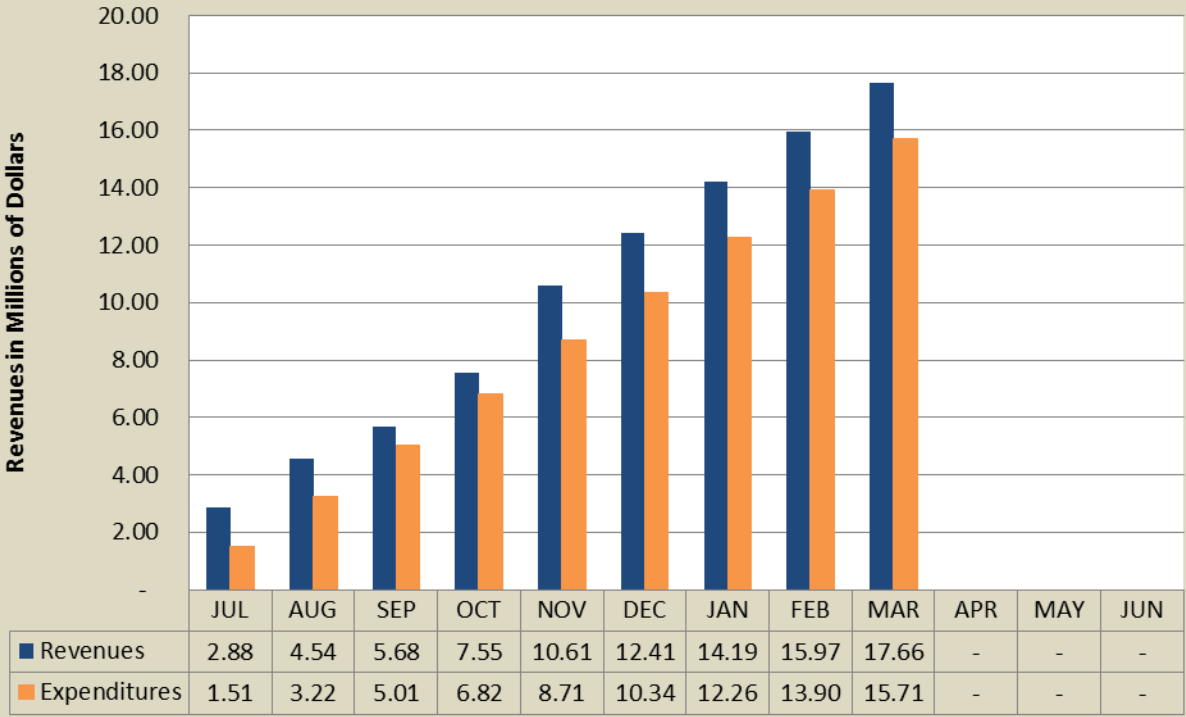
**South Florida State College
Fund 1 Student Fee Revenue, FY 16 vs FY 17**



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 March 31, 2017					
Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401-403XX	Tuition and Out of State Fees	4,126,317.00	3,906,142.73	220,174.27	94.66%
404XX	Lab Fees	469,801.00	441,152.24	28,648.76	93.90%
408XX	Technology Fees	187,797.00	181,612.38	6,184.62	96.71%
405-407XX, 409XX	Other Student Fees	128,724.00	98,562.45	30,161.55	76.57%
41600	Grants and Contracts from Counties	543,327.00	487,050.98	56,276.02	89.64%
42110	FCSPP-General Revenue	11,732,171.00	8,933,943.00	2,798,228.00	76.15%
4215X	Performance Based Incentive	918,946.00	617,961.00	300,985.00	67.25%
42210	CO&DS Entitlement	1,100.00		1,100.00	0.00%
42610	FCSPP-Lottery	3,829,925.00	2,553,284.00	1,276,641.00	66.67%
429XX, 439XX	Indirect Costs Recovered	145,750.00	123,928.17	21,821.83	85.03%
441-44300	Cash Contributions	12,127.00	11,605.00	522.00	95.70%
46400	Use of College Facilities	109,301.00	74,040.74	35,260.26	67.74%
466XX, 467XX	Other Sales and Services	244,496.00	212,122.73	32,373.27	86.76%
48100	Interest and Dividends	7,082.00	6,718.34	363.66	94.87%
487XX, 489XX	Fines and Penalties/Miscellaneous	31,337.00	16,637.08	14,699.92	53.09%
49XXX	Transfers and Other Revenues	200,643.00	931.46	199,711.54	0.46%
	Total Revenue	\$22,688,844.00	\$17,665,692.30	\$ 5,023,151.70	77.86%
51XXX	Management	1,703,811.00	1,285,936.17	417,874.83	75.47%
52XXX	Instructional	4,571,397.00	3,054,777.02	1,516,619.98	66.82%
53XXX	Other Professional	2,949,942.00	2,048,016.74	901,925.26	69.43%
54XXX	Career Staff	2,682,271.00	1,893,479.53	788,791.47	70.59%
56XXX	Other Professional-Instructional	1,114,885.00	782,305.00	332,580.00	70.17%
57XXX	Other Professional-Tech/Clerical/Trade	117,585.00	83,500.27	34,084.73	71.01%
58XXX	Student Employment	25,000.00	12,004.81	12,995.19	48.02%
58500	Employees Awards	11,500.00	11,900.00	(400.00)	103.48%
59XXX	Benefits	4,093,609.00	2,685,031.31	1,408,577.69	65.59%
	Total Personnel	\$17,270,000.00	\$11,856,950.85	\$ 5,413,049.15	68.66%
605XX	Travel	277,870.00	140,838.13	137,031.87	50.68%
61000	Freight and Postage	30,125.00	12,412.85	17,712.15	41.20%
615XX	Telecommunications	76,000.00	33,226.56	42,773.44	43.72%
62000	Printing	82,255.00	18,650.80	63,604.20	22.67%
625XX	Repairs and Maintenance	1,094,890.61	922,028.44	172,862.17	84.21%
63000	Rentals	160,515.00	111,058.36	49,456.64	69.19%
635XX, 637XX	Insurance	360,750.00	333,812.38	26,937.62	92.53%
640XX	Utilities	1,315,670.00	818,899.92	496,770.08	62.24%
645XX	Other Services	741,219.00	551,312.55	189,906.45	74.38%
64700	Grant Aid	4,280.00	3,608.00	672.00	84.30%
650XX	Professional Fees	240,450.00	157,648.91	82,801.09	65.56%
655XX	Education Office/Dept Material Supp	511,580.00	359,076.76	152,503.24	70.19%
657XX	Data Software	37,250.00	13,925.46	23,324.54	37.38%
66000	Maint/Construction Material/Supp	293,500.00	168,247.06	125,252.94	57.32%
665XX	Other Materials and Supplies	152,548.84	75,454.10	77,094.74	49.46%
670XX	Subscriptions/Library	50,100.00	51,301.52	(1,201.52)	102.40%
675XX	Purchases for Resale	50,505.00	24,871.09	25,633.91	49.24%
680XX	Scholarships	48,000.00	37,871.75	10,128.25	78.90%
69XXX	Transfers and Other Expenses	207,450.00	(838.56)	208,288.56	-0.40%
	Total Current Expenses	\$ 5,734,958.45	\$ 3,833,406.08	\$ 1,901,552.37	66.84%
706XX	Minor Equipment >1000<5000	32,000.00	20,375.29	11,624.71	63.67%
71000	Furniture and Equipment	20,000.00	711.77	19,288.23	3.56%
	Total Capital Outlay	\$ 52,000.00	\$ 21,087.06	\$ 30,912.94	40.55%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: APRIL 26, 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 March 2017 meeting of the College District Board of Trustees. The included dates are March 3, 2017 through April 11, 2017. The total amount being reported is **\$36,556.99**.

II. Foundation Update

A. Tour the Campus Day Recap - Friday, March 24, Hardee Campus
Wednesday, March 30, DeSoto Campus

B. Foundation Gala Update – Saturday, April 29, Sun'n Lake Islandview

South Florida State College Foundation, Inc

Gift Summary Report 3/3/17 - 4/11/17

Fund ID	Fund Description	Gift Count	Cash	Pledges	Other	Total
1000	Unrestricted	61	\$9,645.40	\$0.00	\$206.00	\$9,851.40
2000	Jacaranda Restoration Fund	2	\$12.00	\$0.00	\$0.00	\$12.00
5011	SFSC General Scholarship	19	\$1,182.00	\$0.00	\$0.00	\$1,182.00
5014	Joe Johnston/Bette McDearman Memor	2	\$40.00	\$0.00	\$0.00	\$40.00
5025	General Nursing Scholarship	2	\$1.00	\$0.00	\$0.00	\$1.00
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	4	\$30.00	\$0.00	\$0.00	\$30.00
5058	Take Stock In Children - Ops	2	\$20.00	\$0.00	\$0.00	\$20.00
5095	Dental Programs	4	\$50.00	\$0.00	\$74.96	\$124.96
5110	Highlands County Bar Association Scholarship	3	\$4,075.00	\$0.00	\$0.00	\$4,075.00
5150	Highlands Soil & Water Conservation District S'ship	1	\$2,000.00	\$0.00	\$0.00	\$2,000.00
5158	TSIC Scholarships	31	\$16,953.63	\$0.00	\$0.00	\$16,953.63
5165	External Scholarship	1	\$1,250.00	\$0.00	\$0.00	\$1,250.00
6005	Partnership Project	13	\$865.00	\$0.00	\$0.00	\$865.00
Grand Totals:		163	\$36,276.03	\$0.00	\$280.96	\$36,556.99

163 Gift(s) listed
 93 Donor(s) listed



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: APRIL 26, 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: **Highlands County Retired and Senior Volunteer Program (RSVP)**
Source: Corporation for National and Community Service
Amount: \$48,034
Description: SFSC RSVP has been renewed for the second year of a three-year project. The program will engage senior adults age 55 and older in community volunteer activities to support a number of local non-profit organizations.

Title: **Engaging Rural Audiences Through the Arts**
Source: National Endowment for the Arts
Amount: \$10,000
Description: SFSC Cultural Programs has been awarded \$10,000 to develop new programming to engage our communities in the fine and performing arts. They will present new performances and film showings during off-season months. Funds are also included to create a traveling MOFAC exhibit related to Florida's Heartland.

II. Declined Grant Proposals

None.