



**SFSC
District Board of Trustees
Regular Meeting
June 21, 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: June 21, 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 June 21, 2017 be adopted.

SUGGESTED MOTION:

**Move to adopt the agenda of the regular meeting of
June 21, 2017 as presented.**

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
June 21, 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 Budget Workshop – May 24, 2017
 - 1.2.2 Regular Meeting – May 24, 2017
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition – None
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Operating Actions
 - 5.2.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues – None
- 7.0 Academic and Student Matters
 - 7.1 Fee Proposals
- 8.0 Other Action Items
 - 8.1 Recertification of Direct Support Organization
 - 8.2 Capital Improvement Program (CIP)
- 9.0 Reports
 - 9.1 Financial Report
 - 9.1.1 Information Item – Lake Placid Montessori Academy, LLC
 - 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: JUNE 21, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – BUDGET WORKSHOP – MAY 24, 2017

It is recommended that the minutes of the budget workshop held May 24, 2017 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the May 24, 2017 budget workshop as presented.

**BUDGET WORKSHOP MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 24, 2017**

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

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett
	Dr. Deborah Fuschetti	Mr. Don Kesterson
	Mrs. Deborah Latter	Mr. Glenn Little
	Ms. Melissa Lee	Dr. Lindsay Lynch
	Dr. Michele Heston	Ms. Robin Southwell
	Dr. Sidney Valentine	Dr. Chris van der Kaay
	Mrs. June Weyrauch	Dr. Tim Wise

Excused: Mr. Joe Wright

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

The budget workshop of the District Board of Trustees was called to order at 10:03 a.m. on the Highlands Campus by Board Chair, Mr. Derren Bryan.

1. 2017-2018 Budget Proposal

- a. Dr. Leitzel began the workshop with a summary of the 2017-2018 Budget Proposal.
- b. Vice President Little addressed the Status Reports – Summary of Fee Rates and Revenues; and the Summary of Expenditures.
- c. Dr. van der Kaay explained the Planning Information – the Institutional Effectiveness Model, SFSC Assessment Budget and Planning Calendar, and the FTE Trend Information.
- d. Vice President Little discussed Student Fee Rates 2017-2018 and the Proposed Revenue Budget.
- e. Vice President Little presented the Personnel Budget for Fiscal Year 2017-2018. He also provided a copy of the proposed SFSC Salary Schedule 2017-18 for the Trustees review.
- f. Vice President Little discussed the annualization of changes that occurred during the 2016-17 fiscal year. He addressed the reorganization of several departments to gain efficiencies and to better align resources.
- g. Vice President Little addressed the reclassifications and salary equity adjustments for changes in responsibilities and/or professional development, including salary adjustments for faculty

advancing in rank or meeting Salary Schedule milestone years of service goals (e.g. continuing contract status or ten (10) years of service).

- h. Vice President Little discussed a \$500 non-recurring salary payment for all eligible full-time employees.
- i. Vice President Little reviewed the Current Expenditures and Capital Outlay Budget for Fiscal Year 2017-2018. He reported a projected fund balance for 6/30/17 of \$2,481,703 with a projected fund balance percentage of 9.90%. Vice President Little also reported a proposed projected fund balance for 6/30/18 of \$1,751,991 with a projected fund balance percentage of 7.00%.
- j. Vice President Little discussed the Capital Outlay Budget for Fiscal Year 7/1/17-6/30/18.
- k. Vice President Little recommended Board action for the 2017-2018 Budget Proposal to take place during the regular Board meeting following the workshop.

2. COMMENTS

Mrs. Cullens stated that the elevated faculty speaks well for the college. SFSC has three faculty members who will received their doctorates in the next twelve months.

Mrs. Puckorius stated the some concern about the lower lottery amount. She also agreed with Mrs. Cullens and would like for the community to know more about our SFSC faculty.

Mr. Lambert questioned why printing and repairs/maintenance were lower. Mr. Lambert agreed with both Mrs. Cullens and Mrs. Puckorius about our faculty. He stated that our SFSC brand image is right on target.

Mr. Backer questioned the data software reduction.

Dr. Kirschner questioned how the health insurance cost breaks down per employee.

Mr. Bryan stated he would like SFSC to expand health insurance options for employees.

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

Mr. Bryan asked that the workshop adjourn for a break before the start of the regular Board meeting.

There being no further discussion, the Budget Workshop adjourned at 11:54 a.m.



OFFICE OF THE PRESIDENT

Item 1.2.2

PRESENT TO BOARD: JUNE 21, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – MAY 24, 2017

It is recommended that the minutes of the regular meeting held May 24, 2017 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the May 24, 2017 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 24, 2017**

Members Present: Mr. Derren Bryan, Chair
Mr. Tim Backer, Vice Chair
Mrs. Tami Cullens
Mr. Ken Lambert
Dr. Louis Kirschner
Mrs. Lana 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. Gill Carney
	Dr. Deborah Fuschetti	Ms. Cindy Garren	Dr. Michele Heston
	Mr. Don Kesterson	Mrs. Deborah Latter	Mr. Glenn Little
	Dr. Lindsay Lynch	Dr. Sidney Valentine	Dr. Chris van der Kaay
	Mrs. June Weyrauch		

Excused:	Mr. Erik Christenesn	Ms. Melissa Lee	Mr. Lynn MacNeill
	Dr. Tim Wise		

Others Present: Mrs. Barbara Kirschner, Mr. Mark Valero, Senator J.D. Alexander and Ms. Keaton Alexander

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 Mr. Lambert, to adopt the agenda of the regular meeting held May 24, 2017 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Dr. Kirschner, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held April 26, 2017 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Dr. Kirschner, 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**2.1 New Employee Introductions**

Employee	Position	Supervisor	Hired
Gilbert Carney	Technical Director, Cultural Programs	Cindy Garren	02/01/17

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION**4.1 Senator J.D. Alexander – Legislative Summary**

Dr. Leitzel introduced Senator J.D. Alexander to the Board of Trustees. Senator J.D. Alexander presented a legislative summary to the board of his advocacy efforts for SFSC during the 2017 legislative session. Senator J.D. Alexander addressed the Board of Trustees and introduced his daughter Ms. Keaton Alexander, who accompanied him to the District Board of Trustees meeting. He gave a brief background on her career. Mr. Derren Bryan thanked Senator J.D. Alexander for his work and advocacy on behalf of SFSC. Mr. Lambert thanked and gave praise to Senator J.D. Alexander for his support and help that he has achieved on the behalf of SFSC.

5.0 CONSENT AGENDA ACTION ITEMS**5.1 Personnel Actions**

Approved a list of appointments, full-time career staff; internal transfer; resignations; reappointments, adjunct faculty, 2016-17, academic year as needed; **(EXHIBIT “A”)**

5.2 Agreement and Contracts

5.2.1 Approved the renewal of lease agreements for the Hotel Jacaranda and SFSC Teacherage as presented. **(EXHIBIT “B”)**

5.2.2 Approved the renewal of a lease agreement between Tri-County Human Services, Inc. and South Florida State College for Addictions and Dual Disorders as presented. **(EXHIBIT “C”)**

5.2.3 Approved the renewal of a training agreement between Florida Department of Health (DeSoto) and South Florida State College as presented. **(EXHIBIT “D”)**

5.2.4 Approved the updated Memorandum of Understanding between South Florida State College and CareerSource Heartland as presented. **(EXHIBIT “E”)**

5.3 Grant Awards**5.3.1 Engaging Rural Audiences through the Arts**

National Endowment for the Arts \$10,000

5.3.2 Regional Touring Grant – Columbia City Ballet

South Arts \$5,897

5.4 Operational Actions**5.4.1 Monthly Accounts Payable/Payroll Check Register**

Table the monthly accounts payable/monthly payroll check register and summary through April 2017. **(EXHIBIT “F”)**

5.4.2 Property Disposals

Approved the disposal of College property as presented. **(EXHIBIT “G”)**

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the Consent Agenda, Items 5.1 through 5.4.2 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Dr. Kirschner, Mrs. Puckorius and Mrs. Rider. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

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

Dr. Valentine gave the Board of Trustees an explanation about fee proposals. He explained to the Board about the Fee and Tuition Increases; Sunshine Law letter that was sent from Chancellor Madeline Pumariega. Per Florida Statute 1009.23, all Florida colleges are to publicly notice increase tuition or fee proposals twenty-eight days before its consideration at a Board of Trustees meeting.

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 SFSC 2017-2018 Budget Proposal

Dr. Leitzel presented a request to approve the Operating Budget for 2017-2018, including the student fee rates and salary schedule, 2017-2018 Capital Outlay Budget, as well as a \$500 non-recurring salary payment for eligible full-time employees. **(EXHIBIT "I")**

DBOT Chair Bryan shared with the Board that he would like to reward SFSC employees for the effort put forth this year. He asked the Board to consider increasing the non-recurring salary payment if the budget permits.

Mr. Lambert made a motion, seconded by Mrs. Rider, to approve the Operating Budget for 2017-2018, including the student fee rates and salary schedule, as well as the 2017-2018 Capital Outlay Budget as presented. The Operating Budget includes a \$500 one time salary supplement for eligible full-time employees with the potential consideration for more depending on out-come of State Budget Allocation. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Dr. Kirschner, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

8.1.1 President's Contract Discussion

DBOT Chair Bryan led a discussion on the President's contract. It was discussed among the Trustees to have it added to Dr. Leitzel's contract to be entitled to benefits as all the other full-time employees as noted in Item 8.1. Mrs. Karlson will prepare a new three-year contract for Dr. Leitzel.

Mrs. Rider made a motion, seconded by Mr. Backer, to approve that President Leitzel is entitled to benefits as all other full-time employees as noted in Item 8.1. 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.**

8.2 Beverage Vending Contract Proposal

Mr. Little on the behalf of Ms. Lee presented the Beverage Vending Contract proposal in response to RFP #17-01. Based on the vending proposals from two companies, Mr. Little asked the Board to approve entering into a five-year exclusive agreement with the Pepsi Bottling Group to provide soft drink vending and other beverage products at the College locations presented. **(EXHIBIT "J")**

Mrs. Puckorius made a motion, seconded by Mr. Lambert, to approve entering into a five-year exclusive agreement with the Pepsi Bottling Group to provide soft drink vending and other beverage products at College locations 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.**

8.3 Annual Facilities Inspection Summary Report

Mr. Little presented a request to accept the SFSC Fire, Sanitation, and Casualty Inspection reports for the 2016-2017 year as presented. Mr. Little noted that there were no deficiencies found this year. **(EXHIBIT "K")**

Mrs. Puckorius made a motion, seconded by Mr. Backer, to accept the Fire, Sanitation, and Casualty Inspection reports for the 2016-2017 year 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.**

9.0 REPORTS

9.1 Financial Report

Mr. Little reported on behalf of Ms. Lee the financial graphs and a summary of revenue and expenditures through the month of April 2017. **(EXHIBIT "L")**

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$41,614.16** from April 12 through May 9, 2017. Mrs. Bateman announced that Mrs. Pam Karlson's mentee Maria Gloria won a car from the Alan Jay Graduation program. She shared with the Board that the Foundation raised \$1,921 for assistance to the Josh Glaser family. Mrs. Bateman updated the Board on the Foundation Gala, sharing that it exceeded the goal of \$50,000. She gave thanks to the sponsors and attendees who made this possible. The gala this year increased the number of attendees/profit and decreased in expenses compared to the prior year. Mrs. Bateman informed the DBOT that she received a letter and a check from the Zenon Hansen Foundation of \$6,000 scholarship for single mothers attending school. In this letter it stated that the Foundation is guaranteed this scholarship for the next 10 years. Mrs. Bateman shared Foundation meeting dates with the DBOT for the up-coming year. She announced that the Foundation's own Mrs. Deanne Shanklin received the United Way Volunteer of the Year award. Mrs. Bateman also shared that Mrs. Pam Karlson was award the Judge Clifton Kelly award on the Law Day luncheon. Mrs. Bateman presented to the DBOT potential building naming opportunities and asked for their help with putting her in contact with potential donors that would like to take advantage of the opportunity.

9.3 **Resource Development**

I. **Grants Development Report**

Dr. Lynch distributed and reviewed the Grants Development Report dated 5/24/17. Dr. Lynch reported on grants submitted and in development. She gave a brief background and progress on the From Orange Juice to Olive Oil grant.

II. **Submitted Grant Proposals**

A. **Energizing the Arts**

Duke Energy Foundation \$9,000

B. **From Orange Juice to Olive Oil**

Florida Department of Agriculture and Consumer Services \$150,000

C. **Perkins Grants**

Florida Department of Education
(Rural Sparsely Populated) \$101,790
(Postsecondary Career and Technical Education) \$152,062

D. **SFSC Pathways Project**

U.S. Department of Education, Hispanic-Serving Institutions Program \$2,750,000

III. **Proposal in Development**

A. **Adult General Education**

Florida Department of Education
(Highlands County) \$206,223
(Hardee County) \$36,000

B. **Integrated English Literacy and Civics Education**

Florida Department of Education
(Highlands County) \$43,156
(Hardee County) \$30,000

C. **Great Performances in Florida's Heartland**

Florida Division of Cultural Affairs \$90,000

D. **MOFAC Exhibit**

Florida Division of Cultural Affairs \$10,000

IV. **Federal Legislative Report**

None to report.

9.4 **President's Report**

Dr. Leitzel reported on the following college activities:

1. Gave recognition for the support and involved leadership at SFSC and thanked Senator J.D. Alexander for his advocacy on the behalf of SFSC.
2. Recognized SFSC graduation ceremonies – EMT; Corrections; and the Spring Class of 2017.
3. Shared the Athletic Awards and highlighted three SFSC Panther Athletics and their achievements. Dr. Leitzel spotlighted Ms. Savannah Walter who was named FCSAA Female Scholar Athlete of the Year.
4. Informed Trustees that Mrs. Karlson's mentee Maria Gloria won a vehicle from the Alan Jay Graduation program.
5. Reported on the SACSCOC Fifth Year Report progress.

6. Shared with the Trustees about the successful Nursing Day of Caring event that was hosted by SFSC and Dr. Heston.
7. Shared information about the veto of the budget. Dr. Leitzel shared that a letter has been prepared on the behalf of the Trustees. Dr. Leitzel turned the topic over to Chairman Bryan to discuss with the Trustees on what action they would like to take. The Board decided not to encourage a veto of the FCS budget.

9.5 Board Attorney's Report

Mrs. Karlson stated no report. She just wanted to share how important the Take Stock in Children program is to students. She encourage everyone to mentor as it has meant so much to her. Mrs. Karlson thanked Mr. and Mike Rider for mentoring her. Mrs. Karlson thanked everyone for recognizing her award from the Law Day event.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Lambert stated no report.

Mrs. Cullens thanked staff for their work on the budget report.

Mrs. Rider shared her support for the TSIC program. She shared her own mentee success with the Board.

Mr. Backer shared an update on his TSIC mentee and agreed with Mrs. Rider on how wonderful the program is to everyone involved.

Dr. Kirschner stated that he was glad to be back. He shared his appreciation for Senator J.D. Alexander attending the board meeting and giving an update to the Trustees.

9.7 Board Chair Report

Mr. Bryan shared his condolences that a former SFSC employee Mrs. Laura White had passed away. He announced that the service would be Saturday at 11 a.m. at the First Baptist Church in Wauchula. Mr. Bryan thanked SFSC administration for attending the Leadercast event held in Hardee. He thanked everyone on their continued hard work on the behalf of the college.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:37 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: JUNE 21, 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 16 and identify any additional items that should be listed, or any changes that might be necessary.

District Board of Trustees Agenda Master Calendar

JUNE 2017	JULY 2017	AUGUST 2017
21 Board Meeting, 1 PM Highlands Campus	17 Board Meeting, 1 PM Highlands Campus	23 *Board Meeting, 1 PM Highlands Campus 24 *COP/Trustee Reception - Orlando
SEPTEMBER 2017	OCTOBER 2017	NOVEMBER 2017
20 *Board Meeting, 1 PM Highlands Campus 25-28 ACCT Annual Leadership Congress, Las Vegas, NV	25 *Board Meeting, 1 PM Highlands Campus	15 *Board Meeting, 1 PM Highlands Campus
DECEMBER 2017	JANUARY 2018	FEBRUARY 2018
6 *Planning Workshop 10 AM, followed by Board Meeting, 1 PM, Highlands Campus	24 *Board Meeting, 1 PM Highlands Campus	11-14 *ACCT Legislative Summit Washington, D.C. 21 *Board Meeting, 1 PM Highlands Campus
MARCH 2018	APRIL 2018	MAY 2018
21 *Board Meeting, 1 PM Highlands Campus	25 *Board Meeting, 1 PM Highlands Campus	25 *Budget Workshop 10 AM, followed by Board Meeting, 1 PM, Highlands Campus

New Addition
Tentative *

2.0 Communications, Introductions, and Recognitions

3.0 Public Comment

4.0 *Presentations*

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: JUNE 21, 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 Awards 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	23
5.2	Operating Actions	30
	5.2.1 Monthly Accounts Payable & Payroll Check Register	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JUNE 21, 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 PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Morales, Tasha*	Director, HSI-STEM Project**	06/01/17
Wellnitz, Kendra	Coordinator, Residence Life & Title IX	07/01/17

*Transferring from Student Advisor, Student Support Services position

**Grant funded position

II. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Groves, Jennifer	Administrative Assistant II, Adult Ed. & Tech DE	06/01/17

III. TERMINATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Rodriguez, Ashley	Cashier	06/01/17

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Buehler, Marie	Aquabics	IV
De Sola Potharst, Cecelia	ESOL/ABE/GED	II
Powell, Barbara	Health Sciences	II
Uribe, Ellery	EMT/Paramedic	IIIB

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

Kesterson, Donald L., Jr.

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

Carney, Gilbert
Carson, Kendall
Martinez, Sara
Robinson, Dominique

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

Lowery, Rebecca
Niemiec, Edward

VIII. ADJUNCT FACULTY, 2017-18, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Adams, Nancy	Watercolor Painting	III
Aguilar, Alexander	ABE/GED/ESOL	III
Ahadpour, Mehdi	ESOL	II
Ahrens, Steven	Criminal Justice	IV
Andrews, Douglas	Education/Music/Humanities	IA
Andrews, Jacqueline	Art Tag Studio	III
Baguia, Maria	Nursing: ADN, PN	I
Ball, Brandon A.	Criminal Justice/EMS Programs/Fire Programs	II
Banks, Charles	Air Conditioning Technology/Appliance Repair	IIIB
Baque, Roseangely	FCCPC Observer/Intro to Childcare	IIIB
Barrett, Cynthia	College Reach Out/Youth Programs	III
Bates, Christopher	Criminal Justice	IIIB
Bates, Donna	Aerobics/Pilates	N/A
Batz, Brad	Fire Programs	III
Beck, Sharon	English/Pre ACT Language Arts/Religion	II
Biddle, Lance	Criminal Justice	IV
Bowden, William	Criminal Justice	IV
Branch, Allen	Anatomy & Physiology/Nursing	II
Brastrom, Joy	Basic Home Comp	II
Bridges, Jereme	Criminal Justice	IV
Brooks, Joseph	Criminal Justice	IV
Bubb, Gregory	Criminal Justice	II
Bueford, Sean	Criminal Justice	IV
Burnett, Brenda	Phlebotomy	IV
Bynes, Betty	Youth Programs	III
Cameron, Raymond	Religion	II
Campbell, Carolyn	Mathematics	IIA
Campbell, Christopher	EMS Programs/Fire Programs	IIIB
Canaday, Scott	Fire Programs	II
Capote, Jhakeline	ESOL	III
Carlisle II, George	Criminal Justice	III
Carr, Roger	Religion	II
Carter, Linda	English (Dual Enrollment)	II
Carter, Michael	English	II
Carter, Ronnie T.	Real Estate	III
Case, Conrad	Criminal Justice	II
Case, Roberta	Criminal Justice	III
Castillo, Magdalisse	ABE/GED/ESOL	III
Caton, Patricia	Mathematics	II
Choate, Michael	EMT/Paramedic/Fire Science	III
Christ, Laura	Yoga	IV
Clanton, Deborah H.	Child Development & Education	II

VIII. ADJUNCT FACULTY, 2017-18, ACADEMIC YEAR AS NEEDED (cont.):

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Cleveley, Michael	PN ADN BSN CWE	II
Cohen, Jeremy	EMS Programs	IIIB
Colamonico, Joseph	Electrical Apprenticeship	IV
Collins, LaKisha	Criminal Justice	II
Connell, Noah	Fire Science Programs	IV
Coone, Ashley	Business English/Gen. Business and Mgmt.	II
Copeland, Chary-Sy	TESOL/Elementary Education	II
Cornelius, Jeff	Business/Management & Supervision/Marketing	II
Crawford, Vincent	ABE/GED/ESOL	III
Cunningham, Chandra	Criminal Justice	IV
Cwalinski, Deborah	Ballroom Dance	IV
Dabiesingh, Tara	College Algebra (Dual Enrollment)	II
Dale, Nancy	English/Oral Communications/Yoga	I
Daley, Paulette	Youth Programs	III
Damron, Deborah	Accounting and Finance	II
Davis, Linda	Supervision & Management (BAS)	I
Day, Danielle	English/Humanities	IIA
Decker, Willard	Criminal Justice	IV
Deery, Brian	Psychology/Education	I
Dela Cruz, Maria	Nursing: ADN, PN, Nurse Assistant	II
Detelj, Dixie	Nursing	II
Diaz, Lauro	ABE/GED/ESOL	III
Dolan, Sean	Youth Programs	II
Dos Santos, Kimberley	Elementary Education	I
Douglass, Christine	Nursing (Clinicals only)	III
Dowd, Norine	Dental Education	III
Durham, Michael	Criminal Justice/Law	I
Durkin, MaryLynn	Medical Assisting/CPR	IV
Dutton, Carol	Business/Accounting	IA
Earley, Scott R.	ABE/GED/ESOL/Basic Home Computer	III
Eiland, Johnny	Auto Collision Repair and Refinishing	IV
Engelhardt, Patricia	Psychology	I
Eriksen, Maria del Pilar	Conversational Spanish	IV
Exendine, Joshua	EMS & Fire Science	IIIB
Fanfan, Bernard	ABE/GED/ESOL	III
Fansler, James	Criminal Justice	IV
Farr, Pamela	Intro to Microcomputers	II
Fauteux, Yvette	Nursing	IIIB
Ferrante, Joshua J.	EMS Programs	IIIB
Fishel, Robert	Tag Artists	IV
Fleetwood, Karen	ABE/GED/ESOL	II
Ford, Clell J.	Ecology/Environmental Science	II
Ford-Smith, Betty	Pine Cone Quilts	II
Frakes, Gary	Radiography	IV
Freie, John	Political Science	I
Fussell, Elvie	Fire Science Programs	IIIB

VIII. ADJUNCT FACULTY, 2017-18, ACADEMIC YEAR AS NEEDED (cont.):

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Garver, Alice	Master Student (Dual Enrollment)	II
Garza, Austin	Criminal Justice	III
Gentry, Kevin	Criminal Justice	IV
Gibson, Daniel L.	Criminal Justice	IV
Giguere, Brian	Criminal Justice	IV
Gill, Esther	Humanities/History/Conversational Spanish	II
Gilliard, Thomas	Criminal Justice	IV
Golden, Brian	Fire Programs	IIIB
Gonzalez, Manuel	Criminal Justice	II
Goodman, Marilyn	Nursing: ADN, PN, Nurse Assistant	II
Grecko, Leah	Water Aerobics	IV
Grinis, Beverly	Microcomputers	IIA
Grosu, Tabita	Biology: Introducing Biology and Intro to Biology	II
Groves, Jennifer	ABE/GED/ESOL	II
Gunn, Calvin W	Criminal Justice	IV
Gunter, Christopher	Criminal Justice	III
Haines, Patrick A.	Developmental Math/Basic Electricity	II
Hanks, Eric	EMS Programs/Fire Programs	IIIB
Haralson Jr., Thomas	Business	II
Haralson, Thomas	Criminal Justice	IV
Hargrave, Ervin	ABE/GED/ESOL	III
Harrison, Terri S	Business, Management, Leadership	II
Hart, Lyle	Criminal Justice	IV
Hayes, Christopher	American Sign Language	II
Heim, Betty	Art	III
Henderson, William	ABE/GED/ESOL	III
Hendrickson, Micah	Adult Education	II
Hernandez, David	Criminal Justice	IV
Hernandez, Juan	Psychology	I
Hewitt Milligan, Tinna	Nursing Clinicals	III
Hinkle, Kelly	EMS Programs	IV
Hipps, Christie	Youth Programs	II
Hogan, Brett	EMS Programs/Fire Programs	IIIB
Hoglund, Karl	Criminal Justice	II
Horne, Gwen	Criminal Justice	III
Houseknecht, James	Mathematics	II
Huff, Jennifer	EMS Programs/Fire Programs	IIIB
Hutchison, Milton	Truck Driving	IV
Jahna, Penelope	Mathematics (DE)	II
Jensen, Shaila	ESOL	III
Johnson, Kenneth	Criminal Justice	IV
Johnson, Shirley	Criminal Justice	IV
Jorgensen II, Kenneth J.	Criminal Justice	IV
Karnes, Glen	Fire Science Programs	IV
Kelly, Edward	Automotive Service Technology	IV
Klepser, Phyllis	ABE/GED/ESOL	II

VIII. ADJUNCT FACULTY, 2017-18, ACADEMIC YEAR AS NEEDED (cont.):

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Kogelschatz, Richard	Education	II
LaFlam, Dale	Criminal Justice	IIIB
Lang, Anne M.	Child Development & Education	III
Languaigne, Selwyn	Botany/Ag/Horticulture/Nursery Operations	II
Latham, Lyn H.	Computer Science/Secretarial/Business Ed	II
Lynch, Brian	EMS Programs	III
Maddox, Austin	Fire Science Programs	IV
Maddox, Kathryn	ABE/GED/ESOL/Developmental English	III
Mahler, Carol	English & Literature/Humanities/LLI	II
Marble, Joseph	Criminal Justice/CPR/First Aid	IV
Markel, Tanna	Drafting & Design	IIIB
Martin, Grace	Developmental Reading	II
Mattson, Gordon "Hank"	Lifetime Learners: Theatre, Cowboys	N/A
McCarthy, Betty	Art	IV
McCoy, Michael	Education/FYE	I
McDaniel, Ivan Dale	English & Literature/Humanities	I
McLaren, Teri	English & Literature	IIA
Mejia, Maria L.	ESOL	III
Miriani, Denise	ABE/GED/ESOL/Driver Education	III
Mooers, Diane	Clogging	III
Moore, Anne	Humanities	II
Morris, Russell	Criminal Justice	IIIB
Morse, Michael	Criminal Justice	IV
Mosley, Jackson	Biological/Environmental Science	II
Mullikin, Crystal	ABE/GED/ESOL	III
Napier, Tracy	Nursing (PN & CWE)	IIIB
Neale, Tamara Lazo	Criminal Justice	IV
NeSmith, Rhonda	American Sign Language	II
Newton, Janice	Mathematics	IA
Nielander, William	Law	I
Noel, David	Business	II
Norris, Sherry	Journey to an Organized Home Workshop	IV
Norton, Penney	Child Development & Education	II
Ortegon, Olga	ABE/GED/ESOL	III
Osha, Lisa	General Business and Management	II
Pantaleon, Tammy	Salsa Dance	IV
Patel, Mintoo	Biology	I
Pena, Yamilet	Dental Hygiene (Clinicals)	III
Peralta, Javier	EMS Programs (CWE courses)	IV
Perez, Jesus	EMS Programs	III
Perry, Ronald	Criminal Justice	IIIB
Pesko, Phillip	Criminal Justice	IV
Philossaint-Wells, Quernande	Intro Business Course (dual enrollment)	II
Pierre, Carole	Dental Education	IIIB

VIII. ADJUNCT FACULTY, 2017-18, ACADEMIC YEAR AS NEEDED (cont.):

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Poole, Jesse	Criminal Justice	IV
Pratts Martinez, Luis	Criminal Justice	IV
Pridgeon, JT	Commercial Vehicle Driving	IV
Pyles, Litisha	ESOL	II
Reeder, Melody	Nursing (Clinicals Only)	III
Richey, Rex	Criminal Justice	IV
Riley, Dirk	Fire Programs	III
Riley, Jacob	Criminal Justice	IV
Riley, Kimberly	Agriculture/Horticulture	IIA
Ritenour, Steven	Criminal Justice	IIIB
Robbins, Bryan	Logistics and Business	II
Roberts, Deborah	ABE/GED/ESOL	III
Roberts, Richard	Ed/Microcomputer Systems/Hardware	II
Roberts, Wendy	EMS Programs	IIIB
Rodriguez, Luz	ESOL	IIA
Rosenbaum, Cheryl	English (Dual Enrollment)	II
Rouse, Kathleen	Personal Fitness	N/A
Rubino, Christopher	Criminal Justice	II
Santana, Jennifer	EMS Programs	III
Schneider, Mark	Criminal Justice	IV
Schumacher, Rebecca	Nursing: ADN, PN, Nurse Assistant	III
Schwarze, Jason	Mathematics	II
Seeber, Stephanie	Nursing: Clinicals	III
Serrano, Bryant	ABE/GED/ESOL	III
Serrano, Lynette	ABE/GED/ESOL	III
Seusy, Paul B.	Business	I
Shannon, Paul	Fire Programs	IIIB
Shannon, Robert	Criminal Justice	III
Sheffield, Kenneth	ACLS/PALS/BLS (CWE only) Fire Science	IV
Sheldone, Michael	AC Technology	IV
Sherwood, Robin	Criminal Justice	II
Shireman, Kevin	Fire Science Programs	IV
Shiver, Martha	Reading/Summer Bridge Program	II
Simmons, Donald	Driver Education	IV
Simpson, James	EMS Programs/Fire Programs	IIIB
Small, L. McQueen	QuickBooks	III
Smalley, Charles	Criminal Justice	IV
Smith, Kimberly Ann	Developmental Mathematics/Math of Finance	III
Snead, Crystal	Criminal Justice	III
Sneider, Nancy	EMS & Fire Science	IIIB
Snelgrove, Alecia	Education	II
Sorensen, Tia	Personal Fitness/ESOL/ABE/GED	III
Spencer, Robert	Criminal Justice	IV
Spires, James	Criminal Justice	IV
Storts, Jennifer	ESOL	III
Swearingen, Richard	Beginning Sign Language	IV

VIII. ADJUNCT FACULTY, 2017-18, ACADEMIC YEAR AS NEEDED (cont.):

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Szeligo, John	Education/History	IA
Taylor, Larry P.	EMS Programs/Fire Programs	II
Thomas, Melody	English	II
Thompson, Scott	Commercial Vehicle Driving/CDL Tester	IV
Thornton, Ellen	Reading/Educator Preparation Institute	II
Tippie, Therese (Terra)	Dental Assisting	III
Tomblin, Cory	Criminal Justice	IIIB
Tooley, Janet	ABE/GED/ESOL	III
Toscano, Lisa	Child Development & Education	III
Tripsansky, Jeanne	Ageless Grace/Nia Class	III
True IV, Charles	EMS Programs/Fire Science	IIIB
Tumbleston, Rodney	Fire Programs	IV
Turner, Perry	Criminal Justice	II
Vance, Nancy	Nursing (Clinicals and PN)	III
Verlingieri, Dale E.	Italian/Spanish	II
Wade, Laura	ABE/GED/ESOL	III
Waters, Jerry C.	Biological Sciences	II
Weed, David Jr.	Criminal Justice	IV
Weis, Louise	Art	IV
White, Teresa	Youth Programs	II
White, Tonina	Management and Supervision	I
Wiegert, Kimbra	Criminal Justice	III
Williams, Jesslin	Youth Programs	I
Williams, Michael G.	Electronics	IV
Wilson, Ashanti	ABE/GED/ESOL/Master Student/FYE	II
Wilson, Latricia	Criminal Justice	II
Wilson, Marie	ABE/GED/ESOL	II
Woods, Dustin	ESOL/ABE/GED	II
Woods, Michael	Speech	II
Word, Shelly	Political Science	IIA
Wright, Jerry L.	Education	IA
Wyse, Bruce	English & Literature/Humanities	II
Yoder, Kay Ann	Adult Education	III
Zorn, Brian	EMS Programs	IV

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JUNE 21, 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 May 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 for May 2017.

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	282	263,879.22	211	833,405.26	588	200,025.85	1081	\$1,297,310.33
May	290	355,635.71	148	845,283.62	715	295,604.98	1153	\$1,496,524.31
June								
Totals	5717	\$6,886,657.08	2044	\$10,268,778.92	6753	\$2,933,827.80	14514	\$20,089,263.80
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	14	27,860.38	470	890,794.45			484	\$918,654.83
May	21	45,700.18	480	899,937.53			501	\$945,637.71
June								
Totals	211	\$317,418.69	4899	\$9,271,796.65			5110	\$9,589,215.34

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	1,081	1,297,310.33	\$18,592,739.49
May	1,376	1,396,970.28	\$19,820,077.79	1,153	1,496,524.31	\$20,089,263.80
June	978	1,642,132.21	\$21,462,210.00			
Totals	15,242	\$21,462,210.00		14,514	\$20,089,263.80	
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	484	918,654.83	\$8,643,577.63
May	474	906,460.80	\$9,717,510.65	501	945,637.71	\$9,589,215.34
June	429	865,725.57	\$10,583,236.22			
Totals	5520	\$10,583,236.22		5110	\$9,589,215.34	

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: JUNE 21, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FEE PROPOSALS

Consideration of the following fee proposals is requested:

I. **Request Approval of New Fees** – Cost of materials/lab supplies/certification fees.

Course Prefix#	Course Title	New Fee	Proposed Fee	Effective Term
BSC 1420C	Introduction to Biotechnology	\$25.00	New	Fall 2017
CET 2930C	Selected Topics in Computer Networking	\$397.00	New	Fall 2017
CGS 1061C	Fundamentals of Computers	\$140.00	New	Fall 2017
CHM 1020L	Introducing General Chemistry Lab (online)	\$25.00	New	Fall 2017
CJK 0023	Introduction to Law Enforcement (Auxiliary)	\$893.00	New	Summer 2017
COP 2810	Programming for the Internet	\$5.00	New	Fall 2017
NUR 4945C	Nursing Capstone	\$50.00	New	Fall 2017
NUR 4178	Complementary/Alternative Therapies in Healthcare	\$50.00	New	Fall 2017

- II. **Request Approval to Revise Fees** – Additional cost of interactive modules for nursing assessment skills, hand tools, increase of safety equipment, and certification fee.

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
CTS 2142	Project Management	\$277.00	\$346.00	Fall 2017
ETP 0170	Pole Climbing, Ropes, and Rigging	\$62.00	\$342.00	Summer 2017
NUR 3065C	Health Assessment, Wellness, and Prevention	\$20.00	\$119.00	Fall 2017

- III. **Request Approval to Delete Fee** – Fees moved to alternate course.

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
CET 1660C	Computer Network Security	\$386.00	Delete	Fall 2017
NUR 4257C	Introduction to Critical Care Nursing	\$50.00	Delete	Fall 2017

- IV. **Request Approval to Reinstate Fee** – Cost of materials used by students.

Course Prefix#	Course Title	New Fee	Proposed Fee	Effective Term
OTA 0105	Occupational Intermediate Keyboarding	\$10.00	New	Summer 2017

SUGGESTED MOTION:

Move to approve the fee 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: JUNE 21, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: RECERTIFICATION OF DIRECT SUPPORT ORGANIZATION

In accordance with SFSC Policy 8.01, the South Florida State College Foundation, Inc. respectfully requests recertification to function on behalf of SFSC during the College's 2016-2017 Fiscal Year. Legal Authority: Florida Statute 1004.70.

SFSC policy 8.01 states that "each direct support organization (DSO) wishing to operate under the auspices of South Florida State College must be annually certified by the SFSC District Board of Trustees as meeting the conditions set forth by the Board. Direct support organizations so certified by the Board may be permitted the use of the College's property, facilities and personnel services."

Conditions for certification include the following:

1. The DSO shall exist for the purpose of providing financial, scholarship, facility, equipment and other support to the College and its programs and students.
2. The DSO shall provide full, complete, and timely information on all of its activities to the SFSC District Board of Trustees as follows:
 - a. One or more members of the SFSC DBOT shall be designated by the Chair of the DBOT to serve as liaison voting members of the Board of Directors and the Executive Committee of the DSO.
 - b. The College President shall be a voting member of the Board of Directors and the Executive Committee of the DSO.
 - c. The College's Controller shall serve as ex-officio member of the Board of Directors of the DSO in the capacity of Assistant Treasurer.
 - d. The DSO shall make monthly reports to the DBOT.
 - e. The Executive Director of the DSO shall report administratively to the College President.
 - f. The DSO shall submit its annual independent audit and Income Tax Form 990 to the DBOT for review and acceptance.
3. The DSO will make an annual report on its activities in the spring of each year (typically May or June) so that the DBOT may certify the DSO by July 1st.

Summary of yearly accomplishments:

The South Florida State College Foundation, Inc. operates on a calendar fiscal year. During 2015 the SFSC Foundation continued to meet each of the mandates specified above. Specific activities and accomplishments for the year include:

Revenue

• Number of gifts	=	1,344
• Amount received	=	\$ 802,781.91
• Investment income	=	\$ 477,125.00
• Donated services	=	\$ 141,494.00
• Rental Income	=	\$ 321,202.00
Total		\$1,742,602.91

Pledged Gift

• Partnership Project	=	\$4,293,305.36
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Scholarships

• Number	=	443
• Amount awarded	=	\$190,766

Teaching Chairs awarded	=	Three
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Take Stock in Children:

Currently in program	=	135
High School graduates	=	407
Currently in college	=	94
College graduates	=	203

SFSC programs supported	=	All academic programs at the College
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Facilities leased to SFSC	=	Two
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Board members elected	=	Eight
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DSO support from the College	=	In 2016 the College provided a budget of approximately \$213,754 to the Resource Development Office, with partial funding used to support the operation of the DSO.
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Value added	=	\$802,781.91 raised at a cost to SFSC of \$141,494 devoted to operations, represents a significant ROI for the College.
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Indebtedness of DSO	=	The SFSC Foundation has no indebtedness.
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SUGGESTED MOTION:

Move to accept the 2016 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the College as a direct support organization for the 2017-2018 Fiscal Year.



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: JUNE 21, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CAPITAL IMPROVEMENT PROGRAM (CIP)

Attached is a summary of the proposed renovation projects to be included with our Capital Improvement Program (CIP) documents due July 1, 2017. The Capital Improvement Program and Legislative Budget Request have been prepared in accordance with the approved Educational Plant Survey (2013-2018) and the Architectural Master Plan: Year 2020. Board approval is required.

The CIP process requires that we prioritize the projects annually:

- New Construction Projects: includes new facilities and additions
- Remodeling Projects: changes the use of currently assigned space
- Renovation Projects: improves or repairs existing facilities and/or provides infrastructure enhancements/improvements.

The documents have been prepared with due consideration of enrollment projections, anticipated program changes, and a current assessment of all facilities/infrastructure. All planned projects were updated to reflect facility cost escalation and 2016-17 Public Education Capital Outlay (PECO) appropriations.

SUGGESTED MOTION:

Move to approve the Capital Improvement Program Plans for 2018-19 through 2022-23 and submission to the Division of Florida Colleges as presented.

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

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FLORIDA COLLEGE SYSTEM												
CIP 2 SUMMARY												
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST												
2018-19 through 2022-23												
COLLEGE: South Florida State College												
Priority #	Project Type	PROJECT TITLE (include Site)	SITE NO.	PAGE REF	2018-19	2019-20	2020-21	2021-22	2022-23	FIVE YEAR TOTAL	ON APPROVED SURVEY?***	SCORE**
RENOVATION PROJECTS												
1	Renovation	Ren. College-Wide Mechanical Infrastructure	1,2,7,8	7	\$300,000	\$300,000	\$400,000	\$200,000	\$250,000	1,450,000	YE S	30.40
2	Renovation	Roof Replacements College-Wide	1,2,7,8	10	\$200,000	\$150,000	\$150,000	\$100,000	\$200,000	800,000	YE S	24.40
3	Renovation	Ren. Enhanced Security College-Wide	1,2,7,8	13	\$950,000					950,000	YE S	22.90
4	Renovation	Ren. Swimming Pool	1	16		\$600,000				600,000	YE S	16.15
5	Renovation	Ren. Facility 9104 - Community Ed. Center, Lake Placid Center, Lake Placid	2	4		5,617,688				5,617,688	YE S	18.66
										0		

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: JUNE 21, 2017

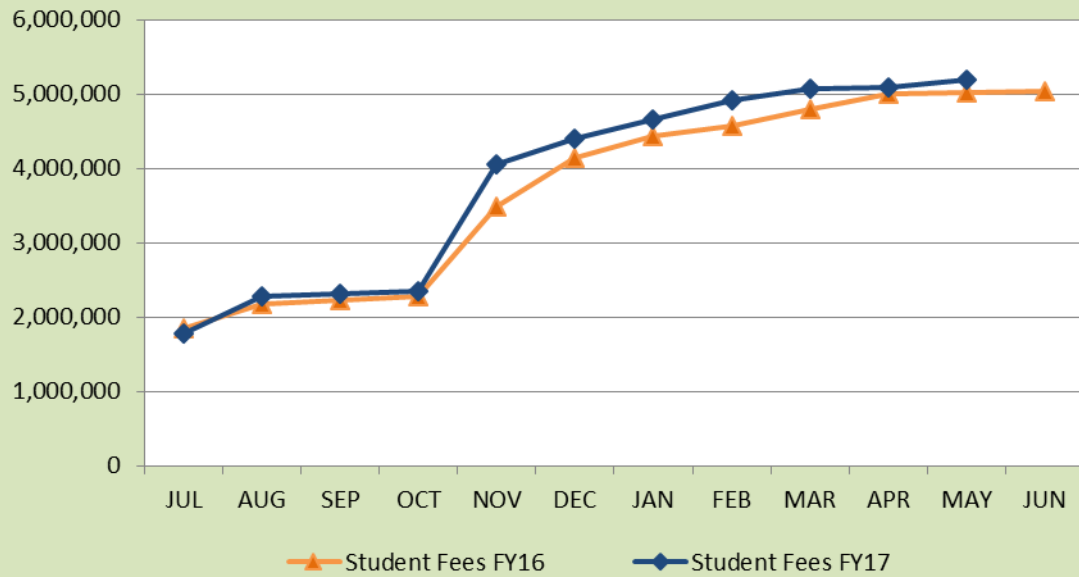
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

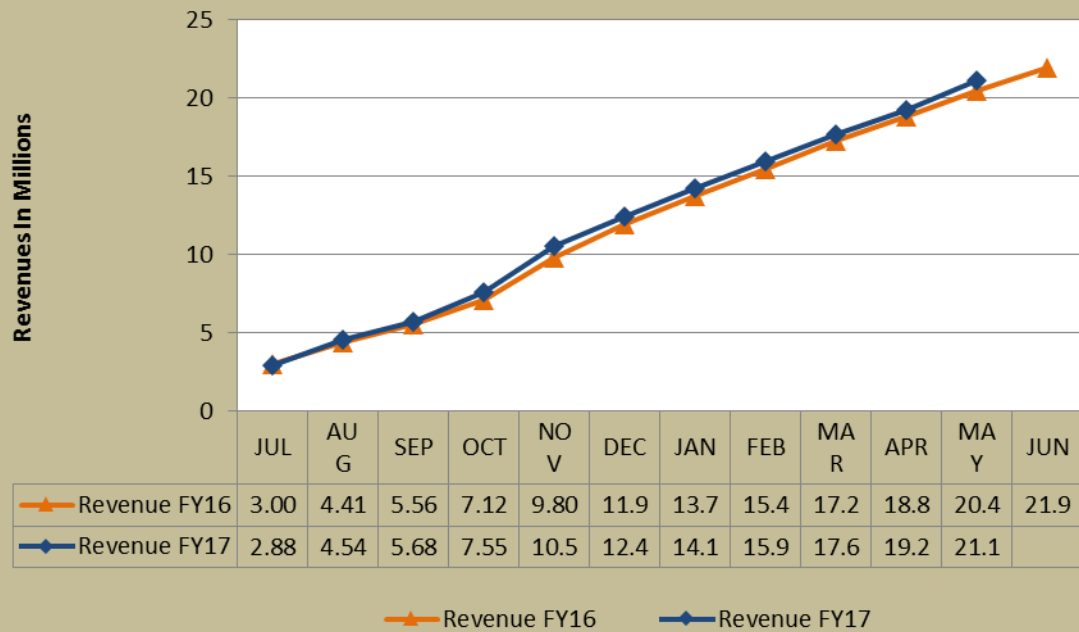
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

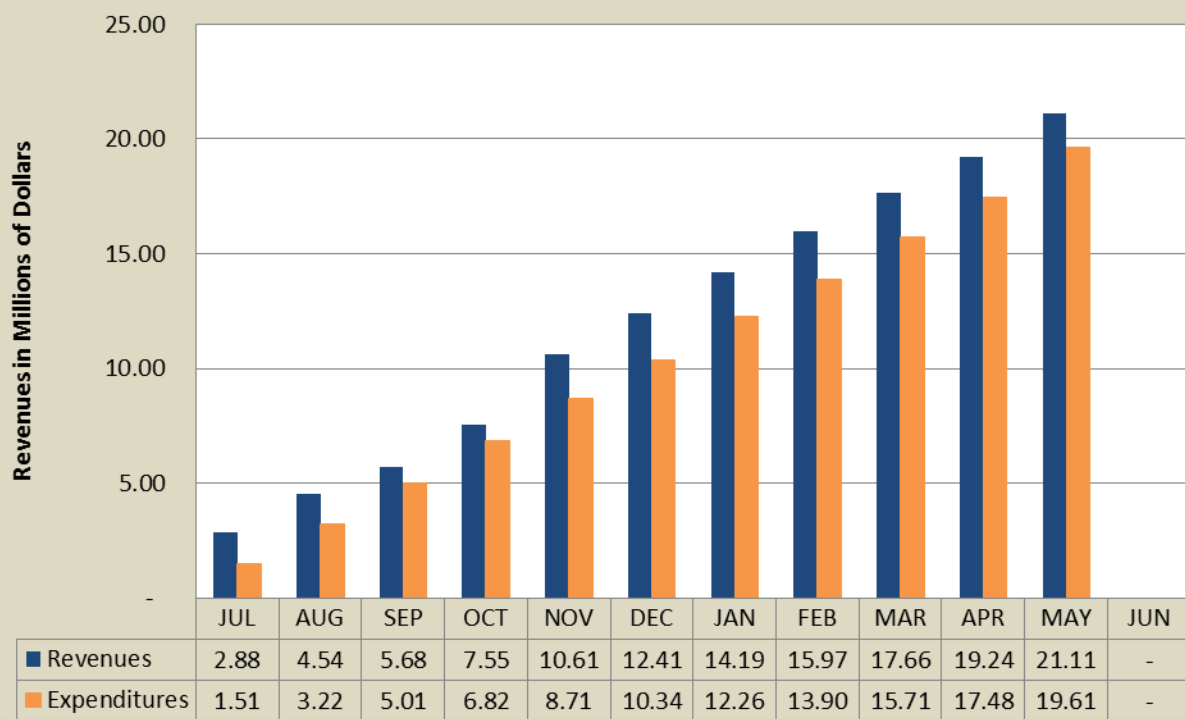
**South Florida State College
Fund 1 Student Fee Revenue, FY 16 vs FY 17**



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 May 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	4,430,367.60	(304,050.60)	107.37%
404XX	Lab Fees	469,801.00	466,031.03	3,769.97	99.20%
408XX	Technology Fees	187,797.00	183,465.98	4,331.02	97.69%
405-407XX, 409XX	Other Student Fees	128,724.00	117,454.54	11,269.46	91.25%
41600	Grants and Contracts from Counties	543,327.00	75,000.00	468,327.00	13.80%
42110	FCSPF-General Revenue	11,732,171.00	10,919,045.00	813,126.00	93.07%
4215X	Performance Based Incentive	918,946.00	934,627.95	(15,681.95)	101.71%
42210	CO&DS Entitlement	1,100.00		1,100.00	0.00%
42610	FCSPF-Lottery	3,829,925.00	3,404,378.00	425,547.00	88.89%
429XX, 439XX	Indirect Costs Recovered	145,750.00	140,662.06	5,087.94	96.51%
441-44300	Cash/Non-Cash Contributions and Gifts	12,127.00	59,105.00	(46,978.00)	487.38%
46400	Use of College Facilities	109,301.00	104,039.14	5,261.86	95.19%
466XX, 467XX	Other Sales and Services	244,496.00	239,524.68	4,971.32	97.97%
48100	Interest and Dividends	7,082.00	7,271.18	(189.18)	102.67%
487XX, 489XX	Fines and Penalties/Miscellaneous	31,337.00	30,107.40	1,229.60	96.08%
49XXX	Transfers and Other Revenues	200,643.00	1,693.24	198,949.76	0.84%
	Total Revenue	\$22,688,844.00	\$21,112,772.80	\$ 1,576,071.20	93.05%
51XXX	Management	1,701,807.00	1,563,953.80	137,853.20	91.90%
52XXX	Instructional	4,540,970.00	3,917,239.52	623,730.48	86.26%
53XXX	Other Professional	2,771,681.00	2,525,781.76	245,899.24	91.13%
54XXX	Career Staff	2,603,835.00	2,247,636.60	356,198.40	86.32%
56XXX	Other Professional-Instructional	1,217,380.00	1,062,162.54	155,217.46	87.25%
57XXX	Other Professional-Tech/Clerical/Trade	120,427.00	103,929.11	16,497.89	86.30%
58XXX	Student Employment	25,000.00	16,251.24	8,748.76	65.00%
58500	Employees Awards	11,500.00	11,900.00	(400.00)	103.48%
59XXX	Benefits	4,277,400.00	3,299,858.18	977,541.82	77.15%
	Total Personnel	\$17,270,000.00	\$14,748,712.75	\$ 2,521,287.25	85.40%
605XX	Travel	277,870.00	207,650.30	70,219.70	74.73%
61000	Freight and Postage	30,125.00	16,187.93	13,937.07	53.74%
615XX	Telecommunications	76,000.00	45,579.93	30,420.07	59.97%
62000	Printing	82,255.00	25,537.74	56,717.26	31.05%
625XX	Repairs and Maintenance	1,094,890.61	1,048,840.98	46,049.63	95.79%
63000	Rentals	160,515.00	143,375.47	17,139.53	89.32%
635XX, 637XX	Insurance	360,750.00	335,572.38	25,177.62	93.02%
640XX	Utilities	1,315,670.00	1,141,935.80	173,734.20	86.80%
645XX	Other Services	741,219.00	684,398.60	56,820.40	92.33%
64700	Grant Aid	4,280.00	5,376.50	(1,096.50)	125.62%
650XX	Professional Fees	240,450.00	179,586.00	60,864.00	74.69%
655XX	Education Office/Dept Material Supp	511,580.00	451,711.62	59,868.38	88.30%
657XX	Data Software	37,250.00	16,630.98	20,619.02	44.65%
66000	Maint/Construction Material/Supp	293,500.00	221,533.36	71,966.64	75.48%
665XX	Other Materials and Supplies	152,548.84	122,477.51	30,071.33	80.29%
670XX	Subscriptions/Library	50,100.00	52,723.31	(2,623.31)	105.24%
675XX	Purchases for Resale	50,505.00	35,344.86	15,160.14	69.98%
680XX	Scholarships	48,000.00	51,971.25	(3,971.25)	108.27%
69XXX	Transfers and Other Expenses	207,450.00	(1,135.73)	208,585.73	-0.55%
	Total Current Expenses	\$ 5,734,958.45	\$ 4,785,298.79	\$ 949,659.66	83.44%
706XX	Minor Equipment >1000<5000	32,000.00	20,375.29	11,624.71	63.67%
71000	Furniture and Equipment	20,000.00	50,847.78	(30,847.78)	254.24%
	Total Capital Outlay	\$ 52,000.00	\$ 71,223.07	\$ (19,223.07)	136.97%



OFFICE OF THE PRESIDENT

Item 9.1.1

PRESENT TO BOARD: JUNE 21, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: LAKE PLACID MONTESSORI ACADEMY, LLC – **INFORMATION ITEM**

The Redlands Christian Migrant Association (RCMA) has annually leased the use of Building 500 and related playground at our Lake Placid Center (LPC) for the past nine years, providing a pre-K experience for area youth. After years of planning and fundraising, they finalized construction of a new facility, and, therefore, have elected to no longer offer programs on our site. Our relationship with RCMA was excellent, and we wish them well.

Building 500 was originally used as an elementary classroom building prior to the transfer of the LPC from the School Board of Highlands County to SFSC, including restroom facilities adjacent to each of the four classrooms. We currently have ample space appropriate for college-level students at our Lake Placid Center within Buildings 100 through 400 to meet anticipated program needs.

The Lake Placid Montessori Academy, LLC, (LPMA), also located in Lake Placid, has grown through the years and has anxiously awaited an opportunity to lease this classroom building and related exterior space to serve a portion of its elementary through high school enrollment. To that end, Pam Karlson, College Attorney, drafted a lease agreement which is currently under consideration that will ensure appropriate insurance and terms for the upcoming school year. Each party plans to continue the rental arrangement on a year-to-year basis until we need the facilities for college programs or the LPMA's program needs change. The specific terms, including rental rates, are subject to change annually.

The agreement provides that the LPMA shall pay a flat rate of \$2,296.00 per month for use of the premises and additionally pay \$525.00 per month for reimbursement of utility expenses (electricity, water, sewer, and garbage pickup) for a total monthly rent of \$2,821.00 per month for the 2017-18 year.



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: JUNE 21, 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 May 2017 meeting of the College District Board of Trustees. The included dates are May 10 through June 6, 2017. The total amount being reported is **\$74,743.26**.

II. **Request Direct Support Organization**

Motion to accept the 2016 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the College as a direct support organization for the 2017-2018 Fiscal Year

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

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South Florida State College Foundation, Inc

Gift Summary Report 5/10/17- 6/6/17

Fund ID	Fund Description	Gift Count	Cash	Pledges	Other	Total
1000	Unrestricted	23	\$774.00	\$0.00	\$0.00	\$774.00
2000	Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$0.00	\$6.00
5011	SFSC General Scholarship	7	\$40,091.00	\$0.00	\$0.00	\$40,091.00
5014	Joe Johnston/Bette McDearman Memor	1	\$20.00	\$0.00	\$0.00	\$20.00
5025	General Nursing Scholarship	2	\$4,024.26	\$0.00	\$0.00	\$4,024.26
5029	Zenon C.R. Hansen Memorial	1	\$6,000.00	\$0.00	\$0.00	\$6,000.00
5031	SFSC Community Fund	29	\$2,041.00	\$0.00	\$0.00	\$2,041.00
5032	SFSC Library Donations	3	\$35.00	\$0.00	\$0.00	\$35.00
5040	SFSC CEC Memorial Scholarship	2	\$200.00	\$0.00	\$0.00	\$200.00
5045	Athletic Booster Club	4	\$140.00	\$0.00	\$0.00	\$140.00
5058	Take Stock In Children - Ops	1	\$10.00	\$0.00	\$0.00	\$10.00
5095	Dental Programs	1	\$25.00	\$0.00	\$0.00	\$25.00
5110	Highlands County Bar Association Scholarship	2	\$75.00	\$0.00	\$0.00	\$75.00
5130	Sebring Elks Club Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
5158	TSIC Scholarships	8	\$57.00	\$0.00	\$0.00	\$57.00
6005	Partnership Project	7	\$245.00	\$0.00	\$0.00	\$245.00
6008	Jarrett Family Fdt. End. Teaching Chair in Business	1	\$20,000.00	\$0.00	\$0.00	\$20,000.00
Grand Totals:		94	\$74,743.26	\$0.00	\$0.00	\$74,743.26
94 Gift(s) listed						
81 Donor(s) listed						



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JUNE 21, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT AND FEDERAL RELATIONS REPORT

I. Submitted Proposals

Title: Adult General Education
Source: Florida Department of Education
Amount: \$206,223 (Highlands County)
\$38,560 (Hardee County)
Description: SFSC successfully submitted two funding requests to provide Adult Basic Education and GED classes for adult students age 16 and older in Highlands and Hardee counties. Funds will support personnel, instructional materials, and educational technology.

Title: Integrated English Literacy and Civics Education
Source: Florida Department of Education
Amount: \$43,156 (Highlands County)
\$30,900 (Hardee County)
Description: SFSC successfully submitted two funding requests to provide Integrated English Literacy and Civics Education for adult students age 16 and older in Highlands and Hardee counties. Funds will be used to support personnel, instructional materials, and educational technology.

Title: Great Performances in Florida's Heartland
Source: Florida Division of Cultural Affairs
Amount: \$90,000
Description: SFSC Cultural Programs has requesting funding support for artist fees in the 2018-2019 season.

II. Proposal in Development

Title: Hardee County Marine Aquaculture Project
Source: U.S. Economic Development Administration
Amount: \$500,000
Description: SFSC is partnering with Hardee County Industrial Development Authority and MOTE Marine Labs to request funding for a pilot marine fin fish aquaculture farm in Hardee County. The pilot facility will utilize a proprietary Recirculating Aquaculture System (RAS) to commercially breed Redfish for domestic seafood production.

III. Federal Update

Brief update on FY17 and FY18 budgets and federal legislative activity.