



**SFSC
District Board of Trustees
Regular Meeting
July 17, 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: July 17, 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 July 17, 2017 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of July 17, 2017 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
July 17, 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 – June 21, 2017
 - 1.3 Reorganization of the Board
 - 1.4 Adoption of the 2017-2018 Meeting Schedule and Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition – None
- 3.0 Public Comment
- 4.0 Presentation - None
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 5.2.1 Training Provider Agreement – Florida Department of Health
 - 5.3 Grant Awards
 - 5.3.1 Celebrating the Arts in Florida’s Heartland - \$16,885
 - 5.3.2 Heathy Smiles for Highlands County - \$17,000
 - 5.3.3 Panther Youth Partners - \$550,000
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues – None
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
- 8.0 Other Action Items
- 9.0 Reports
 - 9.1 Financial Report
 - 9.2 Foundation Report
 - 9.3 Grants Development and Federal Relations Report
 - 9.4 President’s Report
 - 9.5 Board Attorney Report
 - 9.6 Board Member Reports
 - 9.7 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

Item 1.2.1

PRESENT TO BOARD: JULY 17, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – JUNE 21, 2017

It is recommended that the minutes of the regular meeting held June 21, 2017 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the June 21, 2017 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 21, 2017**

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

Excused: Mr. Joe Wright and Mrs. Kris Y. Rider

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mrs. Kathleen Cappo
Dr. Robert Flores	Dr. Deborah Fuschetti	Ms. Cindy Garren
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. Mary VonMerveldt
Mrs. June Weyrauch	Dr. Tim Wise	

Excused: Mr. Erik Christenesn Dr. Michele Heston

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. Cullens made a motion, seconded by Dr. Kirschner, to adopt the agenda of the regular meeting held June 21, 2017 as presented.

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

1.2 Approval of Minutes

1.2.1 Budget Workshop Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Lambert, to approve the minutes of the budget workshop held May 24, 2017 as presented.

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

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Lambert, to approve the minutes 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, and Mrs. Puckorius. **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 appointments, full-time professional staff; full-time career staff; terminations; reappointments, full-time administrative staff; full-time professional staff; adjunct faculty, 2016-17, academic year as needed; adjunct faculty, 2017-18, academic year as needed. *(EXHIBIT "A")*

5.2 Operational Actions

5.2.1 Monthly Accounts Payable/Payroll Check Register

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

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to approve the Consent Agenda, Items 5.1 through 5.2.1 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Dr. Kirschner, and Mrs. Puckorius. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Fee Proposals

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

Dr. Valentine 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. SFSC fee proposals were publicly noticed in the local newspaper on May 25th and May 28th. SFSC also posted the fee proposals on the college website, D2L and sent an email to all students.

The college received one letter expressing a concern about fees. Dr. Leitzel responded to this letter. Dr. Valentine gave the Board of Trustees an explanation about fee proposals as follows: *(EXHIBIT "D")*

CET 2930C – Selected Topic in Computer Networking

- COMPTIA Security+ Voucher (Courseware Bundle)
- Moved fee from CET 1660C
- Also an increase of \$11.00 (this fee is a pass through increase)

CGS 1061C – Fundamentals of Computers

- CompTIA IT Fundamental Voucher
- CompTIA CertMaster for IT Fundamentals – Individual License

CJK 0023 – Introduction to Law Enforcement (Auxiliary Course)

- To comply with FL Division of Law Enforcement Standards
- Course went from 319 to 364 hours (direct cost of fees for additional hours)
- Increase in fees include uniforms, handouts, first aid training, vehicle operations supplies, firearms training supplies, stun guns and chemical agent training supplies.

CTS 2142 – Project Management

- CompTIA Project+ Certification Voucher (Courseware Bundle) Exam

ETP 0170 – Pole Climbing, Ropes and Rigging

- Increase includes hand tools, steel toed boots and vehicle fuel costs.

NURS 3065C – Health Assessment, Wellness and Prevention

- Moved "Shadow Health Inc." Computer software with interactive modules for assessment skills from a bookstore add on to fees as the program will now be supplied directly from the department.

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Recertification of Direct Support Organization

Mrs. Bateman presented a request to accept the SFSC Foundation 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 (DSO) for the 2017-2018 fiscal year.

(EXHIBIT "E")

Mr. Lambert made a motion, seconded by Mrs. Puckorius, to accept the SFSC Foundation 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 2017-18 fiscal year. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, and Mrs. Puckorius.

Motion carried by unanimous vote.

8.2 Capital Improvement Program (CIP)

Mr. Little presented a request to accept the Capital Improvement Program Plans for 2018-19 through 2022-23 and submission to the Division of Florida Colleges. Mr. Little gave brief description of the CIP assessment and the needs of the college. *(EXHIBIT "F")*

Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to approve the Capital Improvement Program Plans for 2018-19 through 2022-23 and submission to the Division of Florida Colleges as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, and Mrs. Puckorius
Motion carried by unanimous vote.

9.0 REPORTS

9.1 Financial Report

Ms. Lee reported on the financial graphs and a summary of revenue and expenditures through the month of May 2017. *(EXHIBIT "G")*

9.1.1 Lake Placid Montessori Academy, LLC

Mr. Little presented a rental opportunity to the Board of Trustees with Lake Placid Montessori Academy, LLC (LPMA). The lease agreement with Redlands Christian Migrant Association ended on May 31, 2017. LPMA would like to enter into a similar lease agreement with SFSC to use Building 500 at the Lake Placid Center. Mrs. Pam Karlson, College Attorney, has drafted a lease agreement which is currently under consideration.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$74,743.26** from May 10 through June 6, 2017. Mrs. Bateman shared that twenty-three Take Stock in Children students graduated and eleven plan to attend college at SFSC. Mrs. Bateman thanked the Board of Trustees for their help with putting her in contact with potential donors that would like to take advantage of the building naming opportunity.

9.3 Resource Development

I. Grants Development Report

Dr. Lynch distributed and reviewed the Grants Development Report dated 6/21/17. Dr. Lynch reported on grants submitted and in development.

II. Submitted Grant Proposals

A. Adult General Education

Florida Department of Education	
(Highlands County)	\$206,223
(Hardee County)	\$38,560

B. Integrated English Literacy and Civics Education

Florida Department of Education	
(Highlands County)	\$43,156
(Hardee County)	\$30,900

C. Great Performances in Florida's Heartland

Florida Division of Cultural Affairs	\$90,000
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III. Proposal in Development

A. Hardee County Marine Aquaculture Project

U.S. Economic Development Administration

\$500,000

IV. Federal Legislative Report

None to report.

Dr. Lynch gave a presentation to the Board of Trustees on *Spawning Innovations in Florida Marine Aquaculture* for the Hardee County Marine Aquaculture grant that is in the development process. Dr. Lynch shared some background on the program and shared a video on the Mote Marine Research Program. Dr. Lynch went through the benefits of a land-based aquaculture program with the Trustees.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Wished Mrs. June Weyrauch happy birthday.
2. Recognized 23 TSIC graduates at the TSIC Mentor Appreciation event.
3. Announced that the Law Enforcement Graduation on July 13th was standing room only and thanked Mr. Backer and Mrs. Rider who were in attendance.
4. Shared SFSC was named one of eleven colleges as "Most Promising Places to Work 2017" by Diverse Magazine.
5. Thanked Mrs. Mary VonMerveldt, Director of Nursing, for her work and recognized the thirty-four Associate Degree Nurses that graduated on June 15th.
6. Shared the end of the year enrollment report. Enrollment is up 3.53% from last year. Dr. Leitzel also shared that the DeSoto Campus' enrollment is up 90%.
7. Reported on the new enrollment campaign roll-out to begin on July 5th. Dr. Leitzel shared an article from the Chronicle with the Board of Trustees. Dr. Leitzel stated that we still do not know what the performance indicators will be for this year.
8. Legislative Update – Special Session started June 7th; No veto on FCS Budget; Enterprise Florida was granted \$85 million, colleges are eligible to submit grants; Governor vetoed SB 374. Dr. Leitzel shared a letter that came from Governor Scott and a letter of appreciation to send to him on behalf of our Board of Trustees.
9. Highlighted – COP Meeting in St. Augustine; New Legislative strategy, starting in August form a fund raising event and hold a reception during the COP Meeting in Orlando – August 24th.
10. Shared Florida Chamber Florida Future conference, September 27-29th in Orlando, FL.
11. Announced to Trustees that Senator J.D. Alexander is considering running for Denise Grimsley's Senate seat.
12. Dr. Leitzel asked for feedback from Trustees about SFSC potentially hosting a Job Summit in November. Trustees shared their thoughts, suggestions and concerns about SFSC hosting a Job Summit.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Lambert stated no report.

Mrs. Cullens stated no report.

Mr. Backer stated no report.

Dr. Kirschner stated no report.

9.7 Board Chair Report

Due to a conflicting appointment Mr. Bryan had to leave the Board meeting. Mr. Bryan asked Vice Chair Mr. Backer to take over the board meeting. There was no chair report.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:25 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: JULY 17, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REORGANIZATION OF THE BOARD

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

1. Election of Chair for 2017-2018
2. Election of the Vice Chair for 2017-2018
3. Election of the SFSC Foundation Liaison for 2017-2018

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

POLICY NO. 2.02

TITLE: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES

LEGAL AUTHORITY: FLORIDA CONSTITUTION
ARTICLE 1, SECTION 9 AND ARTICLE IV, SECTION 7
FLORIDA STATUTES: 1001.61-65, 112.313, 112.52
STATE BOARD OF EDUCATION RULE 6A-14.024

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

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

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

A. General:

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

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

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

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

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

Board members should maintain the highest levels of integrity in the performance of their duties. Accordingly, all members of the Board shall avoid any conflict of interest or appearance of impropriety. Any member who has direct or indirect interest in any matter presented to the District Board shall notify the chair of the Board of that potential conflict and shall not participate in any discussion, decision, vote, or proceedings of the District Board in connection with that matter.

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

B. Meetings:

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

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

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

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

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

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

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

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

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

C. Election of Board officers:

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

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

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

D. Legal services to the Board:

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

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

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

HISTORY: Last Reviewed 6/27/12

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

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

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



OFFICE OF THE PRESIDENT

Item 1.4

PRESENT TO BOARD: JULY 17, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REVIEW OF AGENDA MASTER CALENDAR

Action Item:

The schedule of meetings for the 2017-2018 academic year located on the following page is recommended for your consideration.

Information:

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

SUGGESTED MOTION:

Move to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2017-2018 academic year as presented.

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

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

Wednesday, August 23, 2017	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, September 20, 2017	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, October 25, 2017	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, December 6, 2017	Planning Workshop – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, December 6, 2017	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, January 24, 2018	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, February 21, 2018	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, March 21, 2018	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, April 25, 2018	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, May 23, 2018	Budget Workshop – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, May 23, 2018	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, June 27, 2018	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, July 18, 2018	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL

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

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

District Board of Trustees Agenda Master Calendar

JULY 2017	AUGUST 2017	SEPTEMBER 2017
<p>17 Board Meeting, 1 PM Highlands Campus</p>	<p>23 *Board Meeting, 1 PM Highlands Campus</p> <p>24 *COP/Trustee Reception - Orlando</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>27 Jacaranda Jubilee, 6 PM Jacaranda Hotel</p>	<p>6 *Planning Workshop 10 AM, followed by Board Meeting, 1 PM, Highlands Campus</p> <p>7 Foundation Christmas Luncheon, 12 PM Jacaranda Hotel</p>
JANUARY 2018	FEBRUARY 2018	MARCH 2018
<p>18-20 Million Dollar Hole In One Shoot-Out</p> <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>
APRIL 2018	MAY 2018	JUNE 2018
<p>25 *Board Meeting, 1 PM Highlands Campus</p>	<p>23 *Budget Workshop 10 AM, followed by Board Meeting, 1 PM, Highlands Campus</p>	<p>27 *Board Meeting, 1 PM Highlands Campus</p>

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: JULY 17, 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	
5.2	Agreements and Contracts	
	5.2.1 Training Provider Agreement – Florida Department of Health	
5.3	Grant Awards	
	5.3.1 Celebrating the Arts in Florida’s Heartland - \$16,855	
	5.3.2 Healthy Smiles for Highlands County - \$17,000	
	5.3.3 Panther Youth Partners - \$550,000	
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JULY 17, 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>
Moyer, Debra	College Recruiter	07/05/17

II. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Saenz, Timothy	Proctor, Testing/Assessment*	07/01/17
Dollard, Derrio	General Maintenance: HVAC	07/05/17

*Position being increased to Full-time for one year due to Interim Director in Testing Center

III. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Collins-Hill, Theresa	Program Specialist, Panther Youth Partners	08/04/17

IV. REAPPOINTMENTS, FULL-TIME FACULTY, 2017-18:

Schoen, Todd*

*Reappointment only through December 2017

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Cox, Jamie	English	II
Green, Amanda	Legal and Ethic Courses	I
Johnson, Eric	Fire Science Programs	IV
Watson Jr., Gerald G.	Fire Science Programs	IV

SUGGESTED MOTION:
Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JULY 17, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – FLORIDA DEPARTMENT OF HEALTH

Approval is requested for a **renewal** of a training provider agreement between the Florida Department of Health and South Florida State College for the purpose of allowing health care profession students to obtain clinical experience at their facilities. This agreement renews annually.

SUGGESTED MOTION:

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



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: JULY 17, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – CELEBRATING THE ARTS IN FLORIDA’S HEARTLAND

Title: **Celebrating the Arts in Florida’s Heartland**
Source: Florida Division of Cultural Affairs
Amount: \$16,855
Description: SFSC has received funding to support presenter fees for the 2017-2018 Cultural Programs series.

SUGGESTED MOTION:
Move to approve the grant awarded and to accept project funding as presented.



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: JULY 17, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – HEALTHY SMILES FOR HIGHLANDS COUNTY

Title: **Healthy Smiles for Highlands County**
Source: Highlands County Hospital District
Amount: \$17,000
Description: The SFSC Dental Education program has received funding to support dental education services and pro bono pediatric care services for the 2017-2018 academic year

SUGGESTED MOTION:
Move to approve the grant awarded and to accept project funding as presented.



OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: JULY 17, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – PANTHER YOUTH PARTNERS

Title: **Panther Youth Partners**
Source: CareerSource Heartland
Amount: \$550,000
Description: SFSC has been reappointed by CareerSource Heartland as the youth services provider for 2017-2018 to operate the Panther Youth Partners program in Highlands, Hardee, DeSoto, and Okeechobee counties. The 2017-2018 amount reflects an increase of \$100,000 over the current year's budget due to roll-forward funding. The additional funds will be used to expand services for in-school youth.

SUGGESTED MOTION:
Move to approve the grant awarded and to accept project funding as presented.



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: JULY 17, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL CHECK REGISTER

Summary information for disbursements of all funds through June 2017 will be provided in the August 2017 District Board of Trustees agenda due to the year-end closing process currently underway. Detailed information related to expenditures to date is available during normal business hours in the College Business Office.

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: JULY 17, 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 DELETIONS

Request approval to delete both biofuel programs and their related courses. Programs have been daggered for deletion by FLDOE due to low/no enrollments; effective Fall 2017 (201810):

- **Biofuels Technology (AS) #1720**
- **Biofuels Technology Specialist (CCC) #3082**
 - AOM 2070 – OSHA Safety for Biofuels Industry
 - AOM 2230C – Ethanol Production and Processing
 - AOM 2231 – Biodiesel Production and Design
 - AOM 2600 – Biofuels Facilities Design
 - AOM 2940 – Biofuels Technology Internship
 - CHM 2132C – Chemical Instrumentation
 - EET 1036C – Introduction to Basic DC-AC Circuits
 - ETP 1501 – Fossil Fuels and Alternatives
 - EVS 2005C – Treatment of Water and Wastewater

Request approval to delete following AS degree and a related course; program has been daggered for deletion by FLDOE due to low inconsistent enrollments; effective Fall 2017 (201810):

- **Citrus Production Technology (AS) #1600**
 - FRC 1220 – Citrus Production and Management

II. PROGRAM REVISIONS

Request approval to revise Nursing BSN program's course structure to improve curriculum map for students to be successful and make entire program online to provide students more flexibility. No change to program length; effective Fall 2017 (201810):

➤ **Nursing BSN #7610**

- Delete NUR 3895 Teaching and Learning for the Healthcare Professional
- Delete NUR 4295C Adult Critical Care
- Remove Nursing Elective in Second Fall Term
- Remove MAN 3240 Organizational Behavior elective in Leadership and Management Specialty Focus
- Move NUR 3169 Inquiry and Evidence in Nursing Practice from First Spring Term to First Fall Term
- Move NUR 4178 Complementary and Alternative Therapies in Healthcare elective from Community Health Specialty Focus to Second Fall Term
- Move STA 2023 Elementary Statistics from First Fall Term to First Spring Term
- Revise following courses to reduce restrictive enrollment challenges:
 - NUR 3125 Pathophysiology for Nursing Practice - remove NUR 3080 and CHM 1020 as prerequisites and NUR 3145 as corequisite
 - NUR 3145 Pharmacology for Nursing Practice - remove NUR 3080 and CHM 1020 as prerequisites and NUR 3125 as corequisite
 - NUR 3169 Inquiry and Evidence in Nursing Practice - remove NUR 3080 and STA 2023 as prerequisites
 - NUR 3289 Foundation of Gerontology - remove NUR 3080 as prerequisite
 - NUR 4257C Introduction to Critical Care Nursing - remove NUR 3125 and NUR 3145 as prerequisites
 - NUR 4636C Community Health Nursing - remove NUR 3080 as prerequisite
 - NUR 4827 Foundations of Nursing Healthcare Leadership and Management - remove NUR 3080 as prerequisite
 - NUR 4945C Nursing Capstone - remove NUR 3080, NUR 3065C, NUR 3125, NUR 3169, and NUR 4827 as prerequisites
 - MAN 3301 Human Resource Management - add online as an instructional method

Request approval to revise Medical Assisting OC program's curriculum per FLDOE and add alternative track for the general public. The program will now have two maps – one for the Highlands Career Institute (HCI) students only (not in College Catalog) and another map for the general public (added to College Catalog). No change in program length; effective Fall 2017 (201810):

➤ **Medical Assisting OC #3500**

- **Highlands Career Institute (HCI) Track Revision**
 - Revise Program Description
 - Add OTA 0101 Occupational Introductory Keyboarding Second Year Spring Term
 - Remove MEA 0230 Occupational Medical Terminology II
 - Remove MEA 0256C Medical Lab Procedures II
 - Remove MEA 0332 Occupational Coding for Medical Assisting
 - Remove OTA 0402 Occupational Office Equipment and Procedures
 - Remove OTA 0490 Occupational Personal Business Skills

- Move MEA 0521C Phlebotomist from Third Year Summer Term to Third Year Spring Term
 - Move MEA 0540C EKG Aide from Third Year Fall Term to Second Year Fall Term
 - Change MEA 0200C Medical Assisting Clinical Procedures I from 96 to 110 contact hours
 - Change MEA 0201C Medical Assisting Clinical Procedures II from 48 to 120 contact hours
 - Change MEA 0234 Pathophysiology and Disease from 48 to 110 contact hours
 - Change MEA 0242 Introduction to Pharmacology from 48 to 90 contact hours
 - Change MEA 0255C Medical Lab Procedures I from 96 to 124 contact hours
 - Change MEA 0800L Medical Assisting Practicum I from 160 to 182 contact hours
 - Revise following courses to align with FLDOE program framework and change two courses to hybrid for scheduling flexibility:
 - HSC 0003 Introduction to Healthcare - remove HSC 0405C as corequisite
 - MEA 0200C Medical Assisting Clinical Procedures I - change contact hours from 96 to 96-110, remove HSC 0003 as prerequisite, and add “or Instructor’s Approval” to corequisite
 - MEA 0201C Medical Assisting Clinical Procedures II - change contacts hours from 48 to 120, remove MEA 0332 as corequisite
 - MEA 0234 Pathophysiology and Disease - change contact hours from 48 to 75-110, remove MEA 0242 as prerequisite and MEA 0800L as corequisite
 - MEA 0239 Occupational Medical Terminology II - add hybrid as an instructional method
 - MEA 0242 Introduction to Pharmacology - change contact hours from 48 to 48-90, add hybrid as an instructional method
 - MEA 0255C Medical Lab Procedures I - change contact hours from 96 to 124
 - MEA 0258C Fundamentals of Radiography - remove MEA 0242 as prerequisite and MEA 0800L as corequisite
 - MEA 0334 Occupational Medical Insurance and Billing - remove MEA 0230 as prerequisite
 - MEA 0521C Phlebotomist - remove MEA 0239 as prerequisite
 - MEA 0800L Medical Assisting Practicum I - change contact hours from 160 to 160-200, remove MEA 0234 as corequisite
 - MEA 0952 Medical Assisting Seminar - remove MEA 0201C as corequisite
 - OTA 0101 Occupational Introductory Keyboarding - add “or Instructor’s Approval” to corequisite
- **Alternative Track for College Catalog**
 - HSC 0003 Introduction to Healthcare (90 contact hours)
 - MEA 0200C Medical Assisting Clinical Procedures I (110 contact hours)
 - MEA 0201C Medical Assisting Clinical Procedures II (120 contact hours)
 - MEA 0230 Occupational Medical Terminology I (48 contact hours)
 - MEA 0231C Anatomy and Physiology (48 contact hours)
 - MEA 0234 Pathophysiology and Disease (110 contact hours)
 - MEA 0242 Introduction to Pharmacology (90 contact hours)
 - MEA 0255C Medical Lab Procedures I (124 contact hours)
 - MEA 0258C Fundamentals of Radiography (40 contact hours)
 - MEA 0310 Occupational Medical Office Procedures (48 contact hours)
 - MEA 0334 Occupational Medical Insurance and Billing (48 contact hours)
 - MEA 0521C Phlebotomist (75 contact hours)
 - MEA 0540C EKG Aide (75 contact hours)
 - MEA 0800L Medical Assisting Practicum I (190 contact hours)

- MEA 0952 Medical Assisting Seminar (36 contact hours)
- OTA 0101 Occupational Introductory Keyboarding (48 contact hours)

III. COURSE ADDITION

Request approval to add ENC 1101L course to provide students support in basic writing skills that are needed in ENC 1101 Freshman English I; effective Fall 2017 (201810):

- **ENC 1101L Freshman English I Lab (1 cr.)**

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.

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8.0 *Purchasing and Other Action Items*

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: JULY 17, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

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

The graphs and summary of revenues and expenditures compared to budgeted funds will be provided in the August 2017 District Board of Trustees agenda due to year-end closing procedures currently underway. A verbal update will be provided, including a projected year-end fund balance report.



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: JULY 17, 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 June 2017 meeting of the College District Board of Trustees. The included dates are June 7 through July 3, 2017. The total amount being reported is **\$2,478.30.**

- II. **Foundation Update**
 - A. Alumni - Establishing communication efforts through computer program, Constant Contact
 - B. Employee Appreciation Lunches scheduled

South Florida State College Foundation, Inc
Gift Summary Report 6/6/17 - 7/4/17

Fund ID	Fund Description	Gift Count	Cash	Pledges	Other	Total
1000	Unrestricted	22	\$274.00	\$0.00	\$0.00	\$274.00
2000	Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$0.00	\$6.00
5011	SFSC General Scholarship	6	\$91.00	\$0.00	\$0.00	\$91.00
5014	Joe Johnston/Bette McDearman	1	\$20.00	\$0.00	\$0.00	\$20.00
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5031	SFSC Community Fund	6	\$231.00	\$0.00	\$0.00	\$231.00
5032	SFSC Library Donations	3	\$35.00	\$0.00	\$0.00	\$35.00
5045	Athletic Booster Club	2	\$15.00	\$0.00	\$0.00	\$15.00
5058	Take Stock In Children - Ops	2	\$510.00	\$0.00	\$0.00	\$510.00
5095	Dental Programs	2	\$25.00	\$0.00	\$18.41	\$43.41
5110	Highlands County Bar Assoc	1	\$25.00	\$0.00	\$0.00	\$25.00
5158	TSIC Scholarships	7	\$52.00	\$0.00	\$0.00	\$52.00
5165	External Scholarship	1	\$250.00	\$0.00	\$0.00	\$250.00
6005	Partnership Project	10	\$943.80	\$0.00	\$0.00	\$943.80
Grand Totals:		65	\$2,478.30	\$0.00	\$18.41	\$2,496.71

65 Gift(s) listed

57 Donor(s) listed



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JULY 17, 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: 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.

II. Federal Update

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