



**SFSC  
District Board of Trustees  
Regular Meeting  
October 25, 2017**

**Highlands Campus  
1:00 p.m.**

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


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**1.0 *Call to Order and Preliminary Matters***



OFFICE OF THE PRESIDENT

**Item 1.1**

PRESENT TO BOARD: OCTOBER 25, 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 October 25, 2017 be adopted.

**SUGGESTED MOTION:**  
**Move to adopt the agenda of the regular meeting of October 25, 2017 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
October 25, 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 – August 23, 2017
  - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introductions
  - 2.2 Employee Retirement Recognition
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Agreements and Contracts
    - 5.2.1 Affiliation Agreement – Heartland Periodontics, PA
    - 5.2.2 Training Provider Agreement – The University of South Florida – Small Business Development Center
    - 5.2.3 Dual Enrollment Agreement – Polk County School Board
  - 5.3 Grant Awards
    - 5.3.1 Student Support Services - \$232,265
    - 5.3.2 Adult General Education – Highlands County - \$206,223
    - 5.3.3 Adult General Education- Hardee County - \$38,560
    - 5.3.4 Integrated English Literacy and Civics Education – Highlands County - \$43,156
    - 5.3.5 Integrated English Literacy and Civics Education – Hardee County - \$30,900
  - 5.4 Operating Actions
    - 5.4.1 Monthly Accounts Payable & Payroll Check Register
    - 5.4.2 Property Donation
- 6.0 Planning and Policy Issues – None
- 7.0 Academic and Student Matters
  - 7.1 Curriculum Proposal
  - 7.2 Academic Class Make-up
  - 7.3 Continuing & Corporate Realignment
  - 7.4 New Short-term CE Courses
- 8.0 Other Action Items
  - 8.1 Textbook and Instructional Materials Affordability
- 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: OCTOBER 25, 2017

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – AUGUST 23, 2017

It is recommended that the minutes of the regular meeting held August 23, 2017 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the August 23, 2017 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
AUGUST 23, 2017**

**Members Present:** Mr. Tim Backer, Chair  
Mr. Derren Bryan  
Mr. Ken Lambert  
Mrs. Kris Y. Rider  
Mr. Joe Wright  
Dr. Thomas C. Leitzel, President/Secretary  
Mrs. Pamela T. Karlson, College Attorney

**Excused:** Dr. Louis Kirschner and Mrs. Lana Puckorius

**Call-In** Mrs. Tami Cullens, Vice Chair

<b>Staff Present:</b>	Mrs. Jamie Bateman	Mrs. Wanita Bates	Mrs. Ashley Bennett
	Mr. Erik Christensen	Ms. Kelly Fairfield	Dr. Robert Flores
	Dr. Deborah Fuschetti	Ms. Cindy Garren	Dr. Michele Heston
	Mr. Don Kesterson	Ms. Karen Lackey	Mrs. Deborah Latter
	Ms. Melissa Lee	Mr. Glenn Little	Mrs. Becki Lowery
	Dr. Lindsay Lynch	Ms. Amy Shephard	Ms. Robin Southwell
	Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch
	Dr. Tim Wise		

**Excused:** Mr. Lynn MacNeill

**Others Present:**

**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. Tim Backer.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mrs. Rider made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held August 23, 2017 as presented.**

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mr. Lambert, Mrs. Rider, and Mr. Wright. Mrs. Cullens abstained. **Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Mr. Lambert made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held July 17, 2017 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mr. Lambert, Mrs. Rider, and Mr. Wright. Mrs. Cullens abstained. **Motion carried by unanimous vote.**

**1.3 Adopting of 2017-2018 Meeting Schedule and Review of Agenda Master Calendar**

Dr. Leitzel represented the proposed meeting schedule and Agenda Master Calendar to the Board. He asked the Board to review the dates and to address any conflicts they have. Mr. Wright stated that he had a scheduling conflict with the March 21<sup>st</sup> date, the Board agreed to move the March 21<sup>st</sup> meeting to March 28<sup>th</sup>.

**Mr. Lambert made a motion, seconded by Mr. Wright, to adopt the Meeting Schedule and Agenda Master Calendar for the 2017-2018 academic year, with the March date change as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mr. Lambert, Mrs. Rider, and Mr. Wright. Mrs. Cullens abstained. **Motion carried by unanimous vote. (EXHIBIT "A")**

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introductions**

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Kelly Fairfield	Staff Assistant I, Human Resources	Robin Southwell	05/08/17
Karen Lackey	Accounts Payable Specialist	Melissa Lee	05/01/17
Becki Lowery	Employee Benefits Specialist	Robin Southwell	05/01/17
Amy Shepard	Administrative Assistant II, Controller	Melissa Lee	05/01/17

**2.2 Employee Retirement Recognition**

**Mr. Bryan made a motion, seconded by Mrs. Rider, to recognize the retirement of Mrs. Wanita C. Bates for her many years of service to South Florida State College.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mr. Lambert, Mrs. Rider, and Mr. Wright. Mrs. Cullens abstained. **Motion carried by unanimous vote.**

**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; resignations; adjunct faculty, 2017-18, academic year as needed. **(EXHIBIT "B")**

**5.2 Grant Awards**

**5.2.1 Carl D. Perkins Postsecondary**

Florida Department of Education \$ 152,062.00

**5.2.2 Carl D. Perkins Rural and Sparsely Populated**

Florida Department of Education \$ 101,790.30

**5.2.3 Migrant and Seasonal Farmworkers Career Development Program**

Florida Department of Education \$ 289,469.00

**5.3 Operational Actions**

**5.3.1 Monthly Accounts Payable/Payroll Check Register**

Approved the monthly accounts payable/monthly payroll check registers and summaries through June 2017 and July 2017. (*EXHIBIT "C"*)

**5.3.2 Property Deletions**

Approved the deletion of college property as presented. (*EXHIBIT "D"*)

**Mr. Bryan made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.3.2 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mr. Lambert, Mrs. Rider, and Mr. Wright. Mrs. Cullens abstained. **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 "E"*)

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

**8.0 PURCHASING AND OTHER ACTION ITEMS**

None

**9.0 REPORTS**

**9.1 Financial Report**

Ms. Lee reported on the financial graphs and summary of revenues and expenditures compared to budgeted funds within the Operating Budget for both FY 2016-17 and 2017-18 year-to-date.

**9.2 Foundation Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$18,332.56** from July 5 through August 9, 2017. Mrs. Bateman shared with the Board that Subway donated sub sandwiches for the Highlands campus and Publix donated sub sandwiches for the Lake Placid, DeSoto, and Hardee campuses for Employee Appreciation lunches during Convocation week. Mrs. Bateman thanked Mr. Backer for attending all of the Employee Appreciation lunches at each of the campuses. Mrs. Bateman shared with the Board up-coming Foundation events: Jacaranda Open House on September 21, which will feature new merchants at the hotel, and the Million Dollar Golf Shoot Out on January 18-20, 2018.

**9.3 Grants Development and Federal Relations Report**

**I. Grants Development Report**

Dr. Lynch distributed and reviewed the Grants Development Report dated 8/23/17. Dr. Lynch reported on two proposals in development with the Board, the Project e-Defense and Bridges to the Baccalaureate.



**II. Proposals in Development**

**A. Project e-Defense**

Florida's Job Growth Grant Program \$1,200,000 estimated

**B. Bridges to the Baccalaureate**

National Institute of Health (NIH) \$1,500,000

**III. Submitted Grant Proposals**

None to report.

**IV. Federal Legislative Report**

None to report.

Dr. Lynch shared with the Board that SFSC will be submitting for part of the \$85 million Florida Job Growth initiative grant. She presented two proposals to the Board, proposal #1: e-Defense Training Initiative. This proposal focuses on personnel, instructional design- EW test and Evaluation certificate, EW simulation lab equipment, expanded mechatronics equipment and targeted recruitment at Florida Military bases. SFSC would be the first college in the country to have this program, if awarded. Dr. Lynch stated the proposal will be submitted by the end of the month. Proposal #2: Advanced Manufacturing and Production, focuses on personnel, equipment and testing certifications in three areas of manufacturing and production. The three areas of manufacturing and production in the proposal are millwright, welding and automated logistics. Dr. Lynch stated that she is still waiting on more information for this Proposal.

**9.4 President's Report**

Dr. Leitzel reported on the following college activities:

1. Shared that fall term enrollment was up by approximately 5% over last fall.
2. Commended the Lady Panther volleyball team for an exciting home opener, beating Eastern Florida State College 3-2.
3. Recognized graduates in Radiography, Fire Science, Practical Nursing, Paramedic, and Basic Corrections. Dr. Leitzel thanked the Trustees who attended these ceremonies.
4. Shared highlights from August 14 Convocation, including special guest, Gabrielle Bosché, America's Millennial Expert, who signed copies of her book for the Trustees.
5. Showed photos of the new Mechatronics Lab. Dean Erik Christensen talked about his recent trip to Berlin to attend Siemens training. As a result of Dean Christensen's visit, SFSC is the first Florida college to offer Siemens Certified Mechatronics training at Levels One and Two.
6. Announced that Corporate and Continuing Education division relocated to the University Center to make room for the new Mechatronics Lab in Building T, which will unofficially be called the Center for Advanced Manufacturing. College officials are working with the Foundation to identify a potential donor for the permanent naming of this facility.
7. Highly commended the SFSC Nursing program, including Dean of Health Sciences, Director of Nursing and the nursing faculty, for achieving a 100% first time NCLEX pass rate from the June graduating class. All 34 students passed on the first attempt. This was a first for SFSC to achieve 100% of the students passing on their first attempt.
8. Shared that he and Dr. Valentine met with Representative Ben Albritton to discuss projects on which Representative Albritton could advocate in the House as the legislative session begins in January.
9. Announced the completion of the SACSCOC 5<sup>th</sup> Year Report. He commended Dr. Valentine, the Deans, and Dr. van der Kaay for their outstanding and dedicated efforts

leading to the completion of a comprehensive 5<sup>th</sup> year report. The report will be sent to SACSCOC by September 15.

10. Announced that SFSC will continue to work with Silver Palm Consulting, the firm that will advocate for SFSC in the upcoming legislative session. Funding for the endeavor is provided by the SFSC Foundation.

**9.5 Board Attorney's Report**

Mrs. Karlson informed the Board about a program that the Highlands County Sheriff's Office is coordinating called Citizens Academy. The program is designed to educate community leaders about daily law enforcement duties and different scenarios law enforcement officers deal with every day. Mrs. Karlson and Dr. Leitzel are participating in the initial first group of this program.

**9.6 Board Members' Reports**

Mr. Bryan stated no report.

Mr. Lambert stated no report and congratulated Mrs. Bates on her retirement.

Mr. Wright stated no report.

Mrs. Cullens stated no report.

Mrs. Rider thanked Dr. Leitzel, Mr. Little, Mrs. Bateman, and Ms. Garren for attending the funeral service of Mrs. Anne Reynolds, former SFSC Trustee that was held Saturday, August 19, 2017 in Lake Placid, FL.

**9.7 Board Chair Report**

Mr. Backer thanked and stated he appreciates everyone who was able to attend the District Board of Trustees meeting today.


**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:34 p.m.



OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: OCTOBER 25, 2017  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: 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 attached calendar and identify any additional items that should be listed, or any changes that might be necessary.

## District Board of Trustees Agenda Master Calendar

OCTOBER 2017	NOVEMBER 2017	DECEMBER 2017
<p>25 Board Meeting, 1 PM Highlands Campus</p>	<p>1-3 AFC 2017 Annual Meeting Palm Harbor, FL</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> <p><b>13 SFSC Holiday Luncheon, Highlands Campus</b></p> <p><b>14 Fall Commencement</b></p> <p>16-Jan 1 Winter Break</p>
JANUARY 2018	FEBRUARY 2018	MARCH 2018
<p><b>10-11 AFC Trustee Legislative Conference, Tallahassee, FL</b></p> <p>18-20 Million Dollar Hole In One Golf 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>11-18 Spring Break</p> <p><b>28 Board Meeting, 1 PM Highlands Campus</b></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>
JULY 2018	AUGUST 2018	SEPTEMBER 2018
<p>18 *Board Meeting, 1 PM Highlands Campus</p>	<p>24 *Board Meeting, 1 PM Highlands Campus</p>	<p>26 *Board Meeting, 1 PM Highlands Campus</p>

**New Addition**

Tentative \*

***2.0 Communications, Introductions, and Recognitions***



OFFICE OF THE PRESIDENT

**Item 2.1**

PRESENT TO BOARD:    OCTOBER 25, 2017

TO:                    SOUTH FLORIDA STATE COLLEGE  
                             DISTRICT BOARD OF TRUSTEES

FROM:                THOMAS C. LEITZEL


SUBJECT:            NEW EMPLOYEE INTRODUCTION

Employee	Position	Supervisor	Hired
Derrio Dollard	General Maintenance: HVAC	Govindah Ramnarain	07/05/17
Jennifer Groves	Administrative Assistant II, Adult Education	Courtney Green	06/01/17
Kimberlyn Johnson	Cashier	Susan Zelenenki	07/17/17
Sara Martinez	Testing Specialist	Adela Bello	01/02/17
Debra Moyer	College Recruiter	Timothy Wise	07/05/17
Timothy Saenz	Proctor, Testing Center	Adela Bello	07/01/17



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: OCTOBER 25, 2017  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: EMPLOYEE RETIREMENT RECOGNITION

Employee	Position	Dates of Service
Lorrie Key	Coordinator, Corporate & Community Education	11/25/85-11/30/17
Robert Mathy	Coordinator, Building Maintenance, Remodeling, & Renovation	07/25/88-01/02/18

**RECOMMENDATION:**

**Move to recognize the retirements of Lorrie Key and Robert Mathy for their many years of service to South Florida State College.**

**3.0 *Public Comment***




## **4.0 Presentations**

***5.0 Consent Agenda Action Items***



OFFICE OF THE PRESIDENT

**Item 5.0**

PRESENT TO BOARD: OCTOBER 25, 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.**

	<b>CONSENT AGENDA ACTION ITEMS</b>	<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>21</b>
<b>5.2</b>	<b>Agreements and Contracts</b>	<b>24</b>
	5.2.1 Affiliation Agreement – Heartland Periodontics, PA	
	5.2.2 Training Provider Agreement – The University of South Florida – Small Business Development	
	5.2.3 Dual Enrollment Agreement – Polk County School Board	
<b>5.3</b>	<b>Grant Awards</b>	<b>27</b>
	5.3.1 Student Support Services - \$232,265	
	5.3.2 Adult General Education – Highlands County - \$206,223	
	5.3.3 Adult General Education – Hardee County - \$38,560	
	5.3.4 Integrated English Literacy and Civics Education – Highlands County - \$43,156	
	5.3.5 Integrated English Literacy and Civics Education – Hardee County - \$30,900	
<b>5.4</b>	<b>Operating Actions</b>	<b>32</b>
	5.4.1 Monthly Accounts Payable & Payroll Check Register	
	5.4.2 Property Donation	



OFFICE OF THE PRESIDENT

**Item 5.1**

PRESENT TO BOARD:      OCTOBER 25, 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 ADMINISTRATOR:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kuehne, Melissa	Director, Institutional Communications	11/13/17

**II. APPOINTMENTS, FULL-TIME FACULTY:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lethbridge, Theresa	Coordinator, Clinical Experience & Nursing Lab	11/01/17
Powrie, Mary Ellen	Instructor, Nursing	11/01/17

**III. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Gottus, Tina*	Director, Corporate & Community Education	10/01/17
Puckorius, Mary**	Coordinator, Career Guidance and Job Placement	10/01/17
Ramirez, Daisy	Coordinator, Student & Academic Success***	10/02/17
Brown, Vickie	Program Specialist, Panther Youth Partners***	10/16/17
Latter, Deborah****	Coordinator, Internal Communications	11/13/17

\*Transfer from Director, Xcel-IT position  
 \*\*Transfer from Coordinator, Admissions position  
 \*\*\*Grant funded position  
 \*\*\*\*Transfer from Director, Community Relations

**IV. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Tollison, Jennifer*	Office Manager, Lake Placid Center	08/24/17
Stephens, Michelle**	Library Assistant II, Circulation	09/01/17
DeSantiago, Brenda	Admission, Records, & Registration Specialist***	10/01/17

**IV. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF (cont.):**

Jessiman, Pamela	Admission & Records Data Specialist***	10/01/17
Noonon, Angela	Admission, Records, & Registration Specialist***	10/01/17
Rawlings, Dee Etta	Career Center Specialist***	10/01/17
Otero, Angie	Staff Assistant I, Student Services	10/02/17
Robey, Christine	Administrative Assistant II, Student Services	10/09/17
Jumamil, Jerry****	Custodian	10/16/17
Austra, Ellen	Staff Assistant I, Lake Placid Center	11/01/17

\*Transferred from Staff Assistant I, Lake Placid position  
 \*\*Transferred from part-time Library Assistant II position  
 \*\*\*Student Services department reorganization  
 \*\*\*\*Transferred from part-time Custodian position

**V. RETIREMENTS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Key, Lorrie	Director, Corporate and Community Education	11/30/17
Mathy, Robert	Coordinator, Building Maintenance, Remodeling, and Renovation	01/02/18
Carter, Benjamin	Coordinator, Outreach and Academic Support	02/28/18

**VI. RESIGNATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Herbstreith, Timmiko	Custodian	08/03/17
Otero, Angie	Receptionist, Career Development Center*	09/29/17
Robey, Christine	Staff Assistant II, Xcel-IT**	09/30/17
Torres, Nelson	Program Specialist, Xcel-IT**	09/30/17

\*Temporary position  
 \*\*End of grant

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Aaron, James	ABE/GED/ESOL	I
Carter, Linda	English	II
Lopez, Larid	ESOL	II

Barajas, Elvia	ESOL/ABE/GED	III
Cerna, Irene	Beginning Spanish I	II
Daynega, Anatoliy	Practical Nursing, A D N, Lab Only	III
Ibanez, Emily	ESOL/ABE/GED	III
Marley, Evelyn R	Practical Nursing, A D N, Lab Only	IV
Pauly, Julie	PN ADN BSN	II
Pontes, George M.	ABE/GED/ESOL/Developmental English	II
Proteau Blake, Melanie	ESOL/ABE/GED	III
Tarter, Steven	Electrical Apprenticeship	IV

**SUGGESTED MOTION:**

**Move to approve the personnel recommendations as presented.**

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

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OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: OCTOBER 25, 2017

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – HEARTLAND PERIODONTICS, PA

Approval is requested to enter into a **new** affiliation agreement between Heartland Periodontics, PA and South Florida State College for the purpose of making the facilities available to the College’s Dental Program faculty and students allowing students to be responsible for clients’ care as allowed by Florida Statutes Chapter 466 and Florida Administrative Code Chapter 654B5. The contract renews annually.

**SUGGESTED MOTION:**  
**Move to approve the agreement between Heartland Periodontics, PA and South Florida State College as presented.**






OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: OCTOBER 25, 2017

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – THE UNIVERSITY OF SOUTH FLORIDA –  
SMALL BUSINESS DEVELOPMENT

Approval is requested to **renew** the training provider agreement between The University of South Florida – Small Business Development Center (USF-SBDC) and South Florida State College. Under this agreement, the USF-SBDC will provide small business development services to those businesses located in Desoto, Highlands and Hardee County. This agreement renews annually.

**SUGGESTED MOTION:**  
**Move to approve the agreement between The University of South Florida – Small Business Development and South Florida State College as presented.**




OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: OCTOBER 25, 2017

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DUAL ENROLLMENT AGREEMENT – POLK COUNTY SCHOOL BOARD


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

**SUGGESTED MOTION:**  
**Move to approve the agreement between Polk County School Board and South Florida State College as presented.**



OFFICE OF THE PRESIDENT

**Item 5.3.1**

PRESENT TO BOARD: OCTOBER 25, 2017  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: GRANT AWARD – STUDENT SUPPORT SERVICES

Title: **Student Support Services**  
Source: U.S. Department of Education, Office of TRiO Programs  
Amount: \$232,265  
Description: SFSC has been awarded continuation funds for the Student Support Services program. This award represents the third year of a five-year award. The 2017-2018 award includes a 2.5% funding increase, which will be used to serve more students. The SFSC Student Support Services program provides low-income, First Generation in College, and academically at-risk students with additional support services designed to increase their likelihood of graduating and transferring into a Baccalaureate program.

**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: OCTOBER 25, 2017

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – ADULT GENERAL EDUCATION – HIGHLANDS COUNTY

Title: **Adult General Education – Highlands County**  
Source: Florida Department of Education  
Amount: \$206,223  
Description: SFSC has been awarded funds to continue providing Adult Education services to eligible residents in Highlands County. Funds will be used for personnel, instructional expenses, and educational technology. While SFSC has successfully operated this grant-funded project in Highlands County for many years, this represents the first year of a new, competitive grant award.

**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: OCTOBER 25, 2017

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – ADULT GENERAL EDUCATION – HARDEE COUNTY

Title: **Adult General Education – Hardee County**  
Source: Florida Department of Education  
Amount: \$38,560  
Description: SFSC has been awarded funds to provide Adult Education services to eligible residents in Hardee County. Funds will be used for personnel, instructional expenses, and educational technology. SFSC has offered Adult Education in Hardee County for many years, but without grant funding. This is the first Adult Education grant award to serve Hardee County residents.

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



OFFICE OF THE PRESIDENT

Item 5.3.4

PRESENT TO BOARD: OCTOBER 25, 2017

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION –  
HIGHLANDS COUNTY

Title: **Integrated English Literacy and Civics Education – Highlands County**  
Source: Florida Department of Education  
Amount: \$43,156  
Description: SFSC has been awarded funds to continue providing ESOL and Civics Education services to eligible residents in Highlands County. Funds will be used for personnel, instructional expenses, and educational technology. While SFSC has successfully operated this grant-funded project in Highlands County for many years, this represents the first year of a new, competitive grant award.

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



OFFICE OF THE PRESIDENT

Item 5.3.5

PRESENT TO BOARD: OCTOBER 25, 2017

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION –  
HARDEE COUNTY

Title: **Integrated English Literacy and Civics Education – Hardee County**  
Source: Florida Department of Education  
Amount: \$30,900  
Description: SFSC has been awarded funds to continue providing ESOL and Civics Education services to eligible residents in Hardee County. Funds will be used for personnel, instructional expenses, and educational technology. While SFSC has successfully operated this grant-funded project in Hardee County for many years, this represents the first year of a new, competitive grant award.

**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: OCTOBER 25, 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 for all funds through September 2017 is enclosed. Detailed information related to expenditures to date is available during normal business hours in the College Business Office

**SUGGESTED MOTION:**  
**Move to approve the monthly accounts payables/monthly payroll check registers as presented.**



Accounts Payable:								
	2017/2018 Checks		2017/2018 Electronic Payments		2017/2018 P-Card		2017/2018 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	356	\$306,555.33	94	\$644,772.99	313	\$128,985.22	763	\$1,080,313.54
Aug	236	\$708,630.18	167	\$34,914.11	796	\$363,980.64	1199	\$1,907,524.93
Sept	1333	\$1,399,069.70	123	\$25,610.39	531	\$142,072.82	1987	\$2,066,752.91
Oct		\$0.00		\$0.00		\$0.00	0	\$0.00
Nov		\$0.00		\$0.00		\$0.00	0	\$0.00
Dec		\$0.00		\$0.00		\$0.00	0	\$0.00
Jan		\$0.00		\$0.00		\$0.00	0	\$0.00
Feb		\$0.00		\$0.00		\$0.00	0	\$0.00
March		\$0.00		\$0.00		\$0.00	0	\$0.00
April		\$0.00		\$0.00		\$0.00	0	\$0.00
May		\$0.00		\$0.00		\$0.00	0	\$0.00
June		\$0.00		\$0.00		\$0.00	0	\$0.00
Totals	1925	\$2,414,255.21	384	\$2,005,297.49	1640	\$635,038.68	3949	\$5,054,591.38

Payroll:							
	2017/2018 Checks		2017/2018 Electronic Payments		2017/2018 Totals		
	No.	Amount	No.	Amount	No.	Amount	
July	16	\$22,852.69	471	\$840,369.75		487	\$863,222.44
Aug	21	\$29,585.03	382	\$798,670.08		403	\$828,255.11
Sept	20	\$27,384.48	418	\$820,642.19		438	\$848,026.67
Oct		\$0.00		\$0.00		0	\$0.00
Nov		\$0.00		\$0.00		0	\$0.00
Dec		\$0.00		\$0.00		0	\$0.00
Jan		\$0.00		\$0.00		0	\$0.00
Feb		\$0.00		\$0.00		0	\$0.00
March		\$0.00		\$0.00		0	\$0.00
April		\$0.00		\$0.00		0	\$0.00
May		\$0.00		\$0.00		0	\$0.00
June		\$0.00		\$0.00		0	\$0.00
Totals	57	\$79,822.20	1271	\$2,459,682.02		1328	\$2,539,504.22

Accounts Payable:						
	2016/2017			2017/2018		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	782	\$1,749,984.30	\$1,749,984.30	783	\$1,080,313.54	\$1,080,313.54
August	1,138	\$1,503,524.87	\$3,253,509.17	1,199	\$1,907,524.93	\$2,987,838.47
September	2,375	\$2,934,417.01	\$6,187,926.18	1,987	\$2,066,752.91	\$3,974,277.84
October	1,209	\$2,004,705.24	\$8,192,631.42			
November	1,250	\$1,347,236.47	\$9,539,867.89			
December	938	\$1,412,453.87	\$10,952,321.76			
January	1,107	\$1,635,852.54	\$12,588,174.30			
February	2,242	\$2,882,221.89	\$15,470,396.19			
March	1,261	\$1,825,032.97	\$17,295,429.16			
April	1,081	\$1,297,310.33	\$18,592,739.49			
May	1,153	\$1,498,524.31	\$20,091,263.80			
June	1,338	\$2,067,457.98	\$22,158,721.78			
Totals	15,852	\$22,158,721.78		3,949	\$5,054,591.38	


  

Payroll:						
	2016/2017			2017/2018		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	448	\$846,753.71	\$846,753.71	487	\$863,222.44	\$863,222.44
August	399	\$81,638.84	\$1,648,392.55	403	\$828,255.11	\$1,691,477.55
September	412	\$18,300.55	\$2,466,693.10	438	\$848,026.67	\$2,539,504.22
October	473	\$87,945.45	\$3,334,638.55			
November	489	\$73,144.03	\$4,207,782.58			
December	491	\$49,002.41	\$5,156,784.99			
January	442	\$89,817.83	\$5,966,602.82			
February	481	\$72,600.89	\$6,839,203.71			
March	492	\$85,719.09	\$7,724,922.80			
April	484	\$18,654.83	\$8,643,577.63			
May	501	\$45,637.71	\$9,589,215.34			
June	465	\$75,215.12	\$10,464,430.46			
Totals	5575	\$10,464,430.46		1328	\$2,539,504.22	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: OCTOBER 25, 2017  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: PROPERTY DONATION

Approval is requested of the donation of a 2006 International 7400 4X4 bucket truck valued at \$76,500 from Peace River Electric Cooperative. The vehicle is to be used by the College's lineman program.

**SUGGESTED MOTION:**

**Move to approve the donation of a 2006 International 7400 4X4 bucket truck valued at \$76,500 from Peace River Electric Cooperative as presented.**

## **6.0 Planning and Policy Issues**

## **7.0 Academic and Student Matters**



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: OCTOBER 25, 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 ADDITIONS

Request approval to add two new occupational programs designed to prepare students with technical skills and fundamental engineering technology background to be successful in today's rapidly changing high performance and advanced manufacturing workforce. Programs are part of the Title V HSI-STEM grant which is targeted for Hispanic and low-income students; effective Spring 2018 (201820).

• **Engineering Technology (Advanced Manufacturing Specialization) - AS #1760 60 Credit Hours**

- ETD 1320C Introduction to AutoCAD - 3 credit hours (New)
- ETD 2364C Introduction to SOLIDWORKS - 3 credit hours (New)
- ETI 1110 Introduction to Quality Assurance - 3 credit hours (New)
- ETI 1420 Manufacturing Processes and Materials - 3 credit hours (New)
- ETI 1622 Concepts of Lean and Six Sigma - 3 credit hours (New)
- ETI 1644 Production and Inventory Control - 3 credit hours (New)
- ETI 1701 Industrial Safety (OSHA) - 3 credit hours
- ETI 1810C Introduction to Electricity and Electronics - 3 credit hours (New)
- ETI 1843 Motors and Controls - 3 credit hours (New)
- ETI 1931 Special Topics in Modern Manufacturing - 3 credit hours (New)

- ETI 1949 Co-op Education Training Assignment in Manufacturing - 3 credit hours (New)
- ETM 1010C Mechanical Measurement and Instrumentation - 3 credit hours (New)
- ETM 2315 Hydraulics and Pneumatics - 3 credit hours (New)
- ETM 2315L Hydraulics and Pneumatics Lab - 3 credit hours (New)
- ETS 1535 Automated Process Control - 3 credit hours (New)
- ETS 1542 Introduction to Programmable Logic Controllers - 3 credit hours (New)
- ETS 2527 Electromechanical Components and Mechanisms - 3 credit hours (New)
- ETS 2604 Robotics Applications - 3 credit hours (New)
- PMT 1250C Computer Numerical Control (CNC) I - 3 credit hours (New)
- PMT 2254C Computer Numerical Control (CNC) II - 3 credit hours (New)
  
- **Mechatronics - CCC #3094 30 Credit Hours**
  - ETD 1320C Introduction to AutoCAD - 3 credit hours (New)
  - ETI 1420 Manufacturing Processes and Materials - 3 credit hours (New)
  - ETI 1701 Industrial Safety (OSHA) - 3 credit hours
  - ETI 1810C Introduction to Electricity and Electronics - 3 credit hours (New)
  - ETI 1843 Motors and Controls - 3 credit hours (New)
  - ETM 1010C Mechanical Measurement and Instrumentation - 3 credit hours (New)
  - ETM 2315 Hydraulics and Pneumatics - 3 credit hours (New)
  - ETS 1542 Introduction to Programmable Logic Controllers - 3 credit hours (New)
  - ETS 2527 Electromechanical Components and Mechanisms - 3 credit hours (New)
  - ETS 2604 Robotics Applications - 3 credit hours (New)

**SUGGESTED MOTION:**

**Move to approve the curriculum proposals as presented.**

**8.0 *Purchasing and Other Action Items***



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: OCTOBER 25, 2017

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TEXTBOOK AND INSTRUCTIONAL MATERIALS AFFORDABILITY

1004.85, F.S. (Textbook and Instructional Materials Affordability) was amended during the 2016 Legislative Session to require posting of the local cost and identifying information of at least 95% of all textbooks and instructional materials required and recommended for each scheduled class at least 45 days prior to the start of each upcoming term. Follett, our bookstore partner, has worked closely with our faculty and staff to ensure compliance with this requirement.

Additionally, the amendment requires each college to review variances in the cost of textbooks and instructional materials required for each course by course section and the percentage of textbooks and instructional materials that remain in use for more than one term (can be used or resold by the student) and to share the results with academic department chairs and program staff for review. The goal is to reduce the cost of required textbooks and instructional materials per course section.

The following was determined during the examination of textbooks and instructional materials for all general education courses offered during FY 2017:

- Each department chair is integrally involved in the textbook and instructional materials adoption process for each course
- Only 2 of 161 total courses were not adopted in a timely manner; and, both instances were due to the course being added, to meet student demand, after the 45 day deadline had passed. This equates to 1.2% of FY 2017 courses.



- South Florida State College (SFSC) adheres to internal Procedure No. 4041, which dictates use of adopted textbooks and instructional materials for a period of at least three years or until the edition changes, whichever occurs first.
- SFSC utilizes 4 cost recognized cost reducing efforts, as follows:
  - Open Educational Resources
  - Textbook Affordability Committees
  - Textbook Rentals
  - Offer Programs with no Textbook Costs
- SFSC considers the following factors when selecting materials:
  - Purchasing digital textbooks in bulk
  - Expanding the use of open-access material
  - Providing rental options for textbooks and related materials
  - Increasing the availability and use of affordable digital textbooks and learning objects
  - Developing mechanisms to assist in buying, renting, selling, and sharing textbooks
  - The length of time that textbooks and instructional materials remain in use.
- SFSC utilized open educational resources as instructional material in 24.2% of FY17 courses.

**SUGGESTED MOTION:**

**Move to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S. as presented.**

## ***9.0 Reports***




OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: OCTOBER 25, 2017

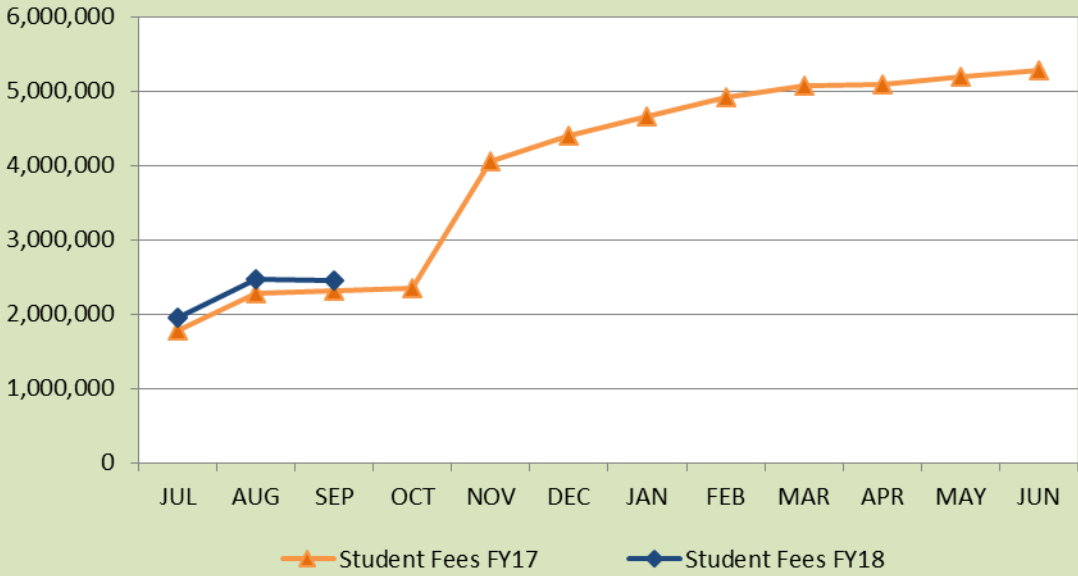
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

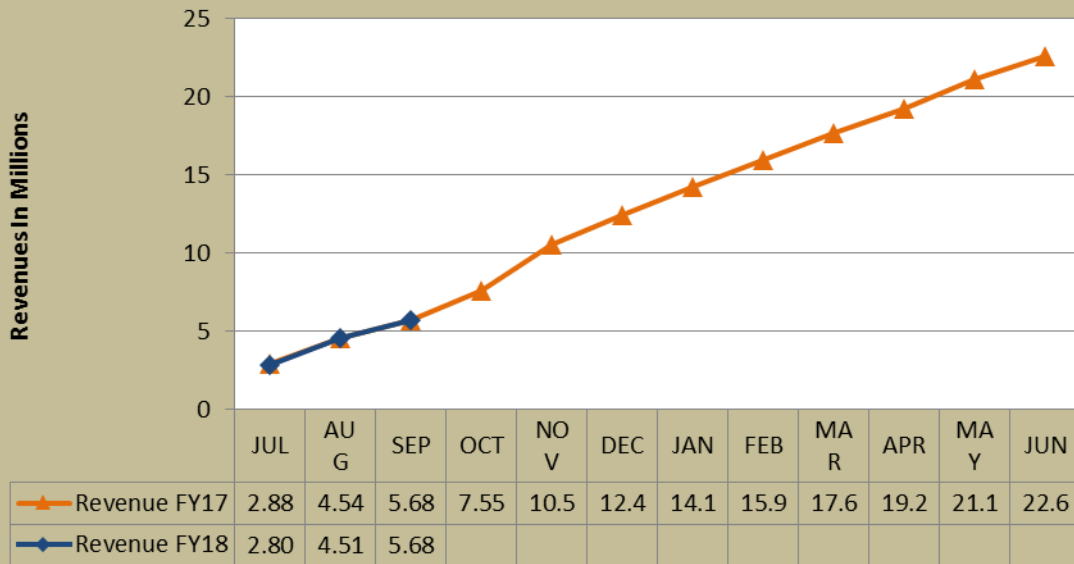
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

**South Florida State College  
Fund 1 Student Fee Revenue, FY 17 vs FY 18**

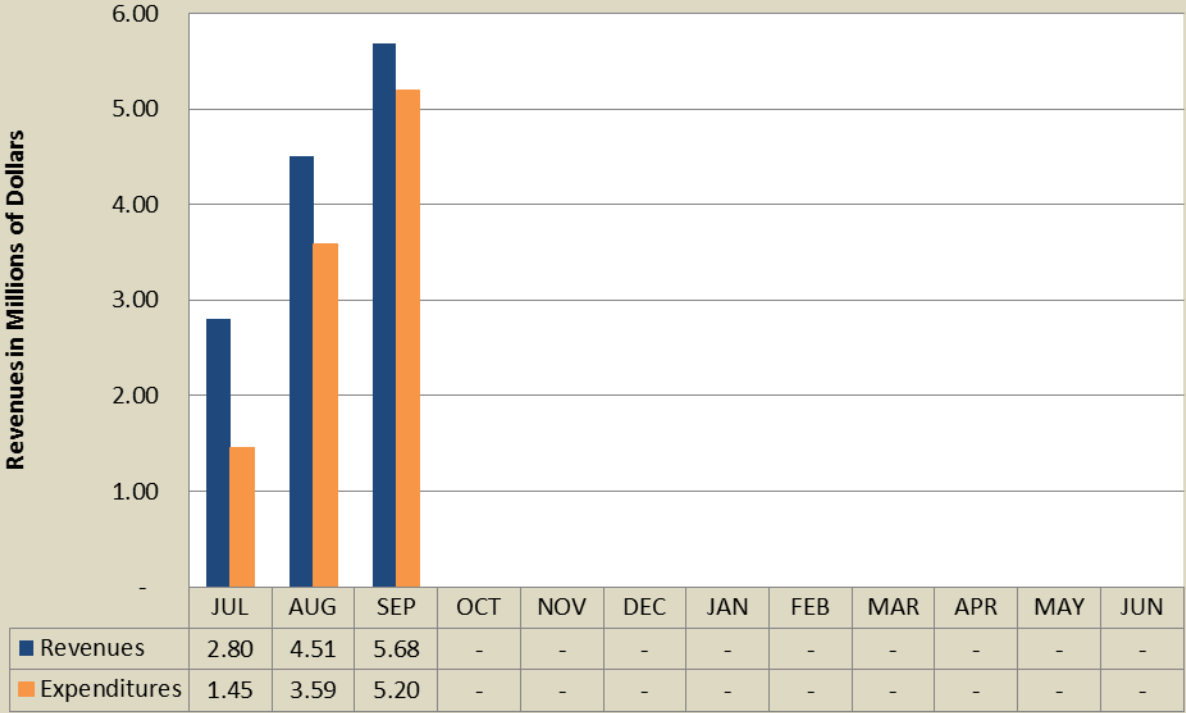


## South Florida State College Fund 1 Total Revenue, FY 17 vs FY 18



—▲ Revenue FY17      —◆ Revenue FY18

### South Florida State College Fund 1 Total Revenues & Expenditures FY 18



# August 2017

South Florida State College					
Revenue and Expenditures for Fund 1					
For Month Ended August 31, 2017					
Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401-403XX	Tuition and Out of State Fees	4,114,317.00	2,110,975.73	2,003,341.27	51.31%
404XX	Lab Fees	465,175.00	237,314.00	227,861.00	51.02%
408XX	Technology Fees	190,605.00	84,357.96	106,247.04	44.26%
405-407XX, 409XX	Other Student Fees	125,845.00	32,479.16	93,365.84	25.81%
416XX	Grants and Contracts from Counties	532,000.00	-	532,000.00	0.00%
42110	FCSPF-General Revenue	12,080,566.00	1,834,827.00	10,245,739.00	15.19%
4215X	Performance Based Incentive	1,220,538.00	179,256.00	1,041,282.00	14.69%
42210	CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
42610	FCSPF-Lottery	3,264,719.00	-	3,264,719.00	0.00%
429XX, 439XX	Indirect Costs Recovered	92,750.00	6,191.33	86,558.67	6.68%
441-44300	Cash/Non-Cash Contributions and Gifts	14,000.00	200.00	13,800.00	1.43%
46400	Use of College Facilities	125,000.00	7,195.57	117,804.43	5.76%
466XX, 467XX	Other Sales and Services	247,055.00	10,716.08	236,338.92	4.34%
48100	Interest and Dividends	7,700.00	1,340.80	6,359.20	17.41%
487XX, 489XX	Fines and Penalties/Miscellaneous	42,255.00	4,521.43	37,733.57	10.70%
49XXX	Transfers and Other Revenues	200,000.00	814.72	199,185.28	0.41%
	<b>Total Revenue</b>	<b>\$22,723,625.00</b>	<b>\$ 4,510,189.78</b>	<b>\$ 18,213,435.22</b>	<b>19.85%</b>
51XXX	Management	1,798,560.00	286,593.25	1,511,966.75	15.93%
52XXX	Instructional	4,543,044.00	458,257.68	4,084,786.32	10.09%
53XXX	Other Professional	2,870,723.00	464,050.93	2,406,672.07	16.16%
54XXX	Career Staff	2,646,264.00	417,705.73	2,228,558.27	15.78%
56XXX	Other Professional-Instructional	1,273,680.00	85,790.89	1,187,889.11	6.74%
57XXX	Other Professional-Tech/Clerical/Trade	120,427.00	10,728.43	109,698.57	8.91%
58XXX	Student Employment	25,000.00	97.20	24,902.80	0.39%
585XX	Employees Awards	276,361.00	-	276,361.00	0.00%
59XXX	Benefits	4,232,300.00	545,142.43	3,687,157.57	12.88%
	<b>Total Personnel</b>	<b>\$17,786,359.00</b>	<b>\$ 2,268,366.54</b>	<b>\$ 15,517,992.46</b>	<b>12.75%</b>
605XX	Travel	293,695.00	28,546.12	265,148.88	9.72%
61000	Freight and Postage	23,620.00	14,942.29	8,677.71	63.26%
615XX	Telecommunications	62,000.00	6,208.81	55,791.19	10.01%
62000	Printing	42,260.00	711.67	41,548.33	1.68%
625XX	Repairs and Maintenance	978,544.00	386,535.28	592,008.72	39.50%
63000	Rentals	162,810.00	24,601.24	138,208.76	15.11%
635XX, 637XX	Insurance	364,250.00	258,681.55	105,568.45	71.02%
640XX	Utilities	1,425,170.00	216,178.04	1,208,991.96	15.17%
645XX	Other Services	767,061.00	149,118.82	617,942.18	19.44%
64700	Grant Aid	4,280.00	192.00	4,088.00	4.49%
650XX	Professional Fees	190,100.00	12,330.00	177,770.00	6.49%
655XX	Education Office/Dept Material Supp	520,000.00	76,662.85	443,337.15	14.74%
657XX	Data Software	19,130.00	5,358.80	13,771.20	28.01%
66000	Maint/Construction Material/Supp	293,500.00	38,179.77	255,320.23	13.01%
665XX	Other Materials and Supplies	142,465.00	17,099.10	125,365.90	12.00%
670XX	Subscriptions/Library	49,500.00	13,701.97	35,798.03	27.68%
675XX	Purchases for Resale	42,500.00	765.87	41,734.13	1.80%
680XX	Scholarships	45,000.00	8,872.44	36,127.56	19.72%
69XXX	Transfers and Other Expenses	125,000.00	(3,480.96)	128,480.96	-2.78%
	<b>Total Current Expenses</b>	<b>\$ 5,550,885.00</b>	<b>\$ 1,255,205.66</b>	<b>\$ 4,295,679.34</b>	<b>22.61%</b>
706XX	Minor Equipment >1000<5000	5,000.00	70,521.24	(65,521.24)	1410.42%
71000	Furniture and Equipment	186,093.00	-	186,093.00	0.00%
	<b>Total Capital Outlay</b>	<b>\$ 191,093.00</b>	<b>\$ 70,521.24</b>	<b>\$ 120,571.76</b>	<b>36.90%</b>

# September 2017

South Florida State College					
Revenue and Expenditures for Fund 1					
For Month Ended September 30, 2017					
Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401-403XX	Tuition and Out of State Fees	4,114,317.00	2,107,462.95	2,006,854.05	51.22%
404XX	Lab Fees	465,175.00	232,540.78	232,634.22	49.99%
408XX	Technology Fees	190,605.00	84,042.47	106,562.53	44.09%
405-407XX, 409XX	Other Student Fees	125,845.00	34,483.34	91,361.66	27.40%
416XX	Grants and Contracts from Counties	532,000.00	-	532,000.00	0.00%
42110	FCSPF-General Revenue	12,080,566.00	2,841,541.00	9,239,025.00	23.52%
4215X	Performance Based Incentive	1,220,538.00	268,885.00	951,653.00	22.03%
42210	CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
42610	FCSPF-Lottery	3,264,719.00	-	3,264,719.00	0.00%
429XX, 439XX	Indirect Costs Recovered	92,750.00	19,193.67	73,556.33	20.69%
441-44300	Cash/Non-Cash Contributions and Gifts	14,000.00	3,145.00	10,855.00	22.46%
46400	Use of College Facilities	125,000.00	10,491.77	114,508.23	8.39%
466XX, 467XX	Other Sales and Services	247,055.00	70,501.23	176,553.77	28.54%
48100	Interest and Dividends	7,700.00	1,488.62	6,211.38	19.33%
487XX, 489XX	Fines and Penalties/Miscellaneous	42,255.00	4,962.71	37,292.29	11.74%
49XX	Transfers and Other Revenues	200,000.00	814.13	199,185.87	0.41%
	<b>Total Revenue</b>	<b>\$22,723,625.00</b>	<b>\$ 5,679,552.67</b>	<b>\$ 17,044,072.33</b>	<b>24.99%</b>
51XX	Management	1,798,560.00	429,889.87	1,368,670.13	23.90%
52XX	Instructional	4,543,044.00	797,239.02	3,745,804.98	17.55%
53XX	Other Professional	2,870,723.00	699,750.41	2,170,972.59	24.38%
54XX	Career Staff	2,646,264.00	626,302.32	2,019,961.68	23.67%
56XX	Other Professional-Instructional	1,273,680.00	185,901.08	1,087,778.92	14.60%
57XX	Other Professional-Tech/Clerical/Trade	120,427.00	22,105.94	98,321.06	18.36%
58XX	Student Employment	25,000.00	275.40	24,724.60	1.10%
585XX	Employee Awards	276,361.00	-	276,361.00	0.00%
59XX	Benefits	4,232,300.00	853,617.10	3,378,682.90	20.17%
	<b>Total Personnel</b>	<b>\$17,786,359.00</b>	<b>\$ 3,615,081.14</b>	<b>\$ 14,171,277.86</b>	<b>20.33%</b>
605XX	Travel	293,695.00	43,614.69	250,080.31	14.85%
61000	Freight and Postage	23,620.00	14,944.96	8,675.04	63.27%
615XX	Telecommunications	62,000.00	6,473.44	55,526.56	10.44%
62000	Printing	42,260.00	1,887.71	40,372.29	4.47%
625XX	Repairs and Maintenance	978,544.00	467,589.77	510,954.23	47.78%
63000	Rentals	162,810.00	37,208.36	125,601.64	22.85%
635XX, 637XX	Insurance	364,250.00	259,329.07	104,920.93	71.20%
640XX	Utilities	1,425,170.00	263,737.16	1,161,432.84	18.51%
645XX	Other Services	767,061.00	183,224.58	583,836.42	23.89%
64700	Grant Aid	4,280.00	447.00	3,833.00	10.44%
650XX	Professional Fees	190,100.00	16,848.17	173,251.83	8.86%
655XX	Education Office/Dept Material Supp	520,000.00	115,534.20	404,465.80	22.22%
657XX	Data Software	19,130.00	5,358.80	13,771.20	28.01%
66000	Maint/Construction Material/Supp	293,500.00	50,755.48	242,744.52	17.29%
665XX	Other Materials and Supplies	142,465.00	21,661.68	120,803.32	15.20%
670XX	Subscriptions/Library	49,500.00	14,444.93	35,055.07	29.18%
675XX	Purchases for Resale	42,500.00	3,558.00	38,942.00	8.37%
680XX	Scholarships	45,000.00	12,273.00	32,727.00	27.27%
69XX	Transfers and Other Expenses	125,000.00	(3,884.00)	128,884.00	-3.11%
	<b>Total Current Expenses</b>	<b>\$ 5,550,885.00</b>	<b>\$ 1,515,007.00</b>	<b>\$ 4,035,878.00</b>	<b>27.29%</b>
706XX	Minor Equipment >1000<5000	5,000.00	70,521.24	(65,521.24)	1410.42%
71000	Furniture and Equipment	186,093.00	-	186,093.00	0.00%
	<b>Total Capital Outlay</b>	<b>\$ 191,093.00</b>	<b>\$ 70,521.24</b>	<b>\$ 120,571.76</b>	<b>36.90%</b>





OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: OCTOBER 25, 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 first chart presented is a summary listing of all donations and pledges made to the SFSC Foundation since the August 2017 meeting of the College District Board of Trustees. The included dates are August 10 through September 5, 2017. The total amount reported is **\$4,129.75**.

The second chart presented is a summary listing of all donations and pledges for September 6 through October 9, 2017. The total amount reported is **\$105,965.51**.

**II. Foundation Update**

- A. Alumni Association Newsletter
- B. Million Dollar Golf Shoot Out – January 18-20, 2018
- C. Take Stock in Children - Gift of Stock
- D. Foundation Board of Directors Bylaws update
- E. Community Assistance Fund for employees
- F. Florida College System Foundation-Helios donation for students in need
- G. Vendor Solicitation
- H. Lake June Property Sale

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 8/10/2017 - 9/5/2017**

<b>Fund ID</b>	<b>Fund Description</b>	<b># Gifts</b>	<b>Cash</b>	<b>Pledges</b>	<b>Other</b>	<b>Total</b>
1000	Unrestricted	21	\$431.75	\$0.00	\$0.00	\$431.75
2000	Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$0.00	\$6.00
5011	SFSC General Scholarship	7	\$591.00	\$0.00	\$0.00	\$591.00
5014	Joe Johnston/Bette McDearman Memor	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	4	\$28.50	\$0.00	\$0.00	\$28.50
5032	SFSC Library Donations	3	\$35.00	\$0.00	\$0.00	\$35.00
5045	Athletic Booster Club	3	\$35.00	\$0.00	\$0.00	\$35.00
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
5108	MOFAC	1	\$500.00	\$0.00	\$0.00	\$500.00
5110	Highlands County Bar Association Scholarship	6	\$1,275.00	\$0.00	\$0.00	\$1,275.00
5158	TSIC Scholarships	7	\$52.00	\$0.00	\$0.00	\$52.00
5165	External Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
6005	Partnership Project	4	\$120.00	\$0.00	\$0.00	\$120.00
<b>Grand Totals:</b>		<b>62</b>	<b>\$4,129.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,129.75</b>

62 Gift(s) listed

53 Donor(s) listed

**South Florida State College Foundation, Inc**  
**Gift Summary Report 9/6/2017 - 10/9/2017**

<b>Fund ID</b>	<b>Fund Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Pledges</b>	<b>Stocks/Other</b>	<b>Total</b>
1000	Unrestricted	20	\$263.00	\$0.00	\$0.00	\$263.00
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 Memor	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	4	\$28.50	\$0.00	\$0.00	\$28.50
5032	SFSC Library Donations	3	\$35.00	\$0.00	\$0.00	\$35.00
5045	Athletic Booster Club	3	\$35.00	\$0.00	\$0.00	\$35.00
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	\$525.00	\$0.00	\$0.00	\$525.00
5158	TSIC Scholarships	9	\$5,052.00	\$0.00	\$74,754.51	\$79,806.51
6005	Partnership Project	4	\$120.00	\$0.00	\$0.00	\$120.00
6010	STEM Endowment	1	\$25,000.00	\$0.00	\$0.00	\$25,000.00
<b>Grand Totals:</b>		<b>57</b>	<b>\$31,211.00</b>	<b>\$0.00</b>	<b>\$74,754.51</b>	<b>\$105,965.51</b>
57 Gift(s) listed						
48 Donor(s) listed						



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: OCTOBER 25, 2017

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT AND FEDERAL RELATIONS REPORT

**Submitted Proposals**

Title: **Project e-DEFENSE**  
Source: Florida's Job Growth Grant Program  
Amount: \$1,710,000  
Description: A proposal was submitted to expand the Electronic Warfare (EW) training program. The requested funds will be used to develop an additional certificate in EW Test and Evaluation, direct instructional expenses, equipment, technology, and Building Y facility upgrades.

Title: **Project e-DEFENSE**  
Source: National Science Foundation, Advanced Technology Education  
Amount: \$600,000  
Description: A second grant proposal is being developed to expand the Electronic Warfare training program. Grant funding requested through NSF will be used to complement other program funding, allowing SFSC to increase program capacity and expedite course offerings.

**Proposals in Development**

Title: **Advanced Manufacturing and Machining Education Program**  
Source: Florida's Job Growth Grant Program  
Amount: \$1,000,000  
Description: Funds will be requested to enhance SFSC's advanced manufacturing and production program offerings through addition of a mobile welding facility, automated logistics, and Millwright apprenticeship training program. Funds will be used for personnel, equipment, facility upgrades, and technology.

Title: **Developing Undergraduate Research Opportunities**  
Source: National Science Foundation  
Amount: TBD  
Description: SFSC Natural Sciences faculty are developing several proposals to support enhanced undergraduate student participation in research activities.

Title: **Health Sciences Integrated Healthcare Training Initiative**  
Source: Highlands County Health Services  
Amount: \$25,000  
Description: As the provider of higher education in the Heartland, the funding requested is in support of a collaborative program to help SFSC's Health Science programs implement highly effective simulation training for nursing students, practicing nurses, first responders, and other healthcare providers in the community. The impact of teaching healthcare students and providers in the simulated learning environment with an interprofessional focus is key to responding to healthcare needs in the College's service district. The funding will support professional development and simulation enhancements for debriefing, curriculum integration, simulation pedagogy, and the evaluation of learning outcomes.

### **Federal Update**

Brief update on relevant federal activity.