



**SFSC
District Board of Trustees
Regular Meeting
July 18, 2018**

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

**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**

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: JULY 18, 2018

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 18, 2018 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of July 18, 2018 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
JULY 18, 2018
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 27, 2018
 - 1.3 Reorganization of the Board
 - 1.4 Adoption of the 2018-2019 Meeting Schedule and Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Grant Awards
 - 5.2.1 Performing Arts in Rural Florida - \$5,000
 - 5.3 Agreements and Contracts
 - 5.3.1 Affiliation Agreement – Highlands Regional Medical Center
 - 5.3.2 Dual Enrollment Agreement – Polk County School Board
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Property Deletion
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
- 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 18, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – JUNE 27, 2018

It is recommended that the minutes of the regular meeting held June 27, 2018 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:

Move to approve the minutes of the June 27, 2018 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 23, 2018**

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

Excused: Dr. Louis H. Kirschner

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Ms. Cindy Garren
	Dr. Michele Heston	Mr. Don Kesterson	Ms. Melissa Lee
	Mr. Glenn Little	Dr. Lindsay Lynch	Dr. Sidney Valentine
	Dr. Chris van der Kaay	Mrs. June Weyrauch	Dr. Tim Wise
	Dr. Robert Flores	Ms. Tasha Morales	Mr. Ashtanel Castillo
	Mr. Garrett Lee	Ms. Sharon Jones	

Excused: Mr. Erik Christensen Mrs. Melissa Kuehnle

Others Present: Mrs. Kay MacNeill

CALL TO ORDER

At 1:06 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 June 27, 2018 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Budget Workshop Minutes

Mr. Wright made a motion, seconded by Mrs. Puckorius, to approve the minutes of the budget workshop meeting held May 23, 2018 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Mr. Wright made a motion, seconded by Mr. Bryan, to approve the minutes of the regular meeting held May 23, 2018 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed. Dr. Leitzel brought to the Board's attention some potential schedule conflicts. Dr. Leitzel shared a personal conflict with the September 26 meeting as he received an invitation from SACSCOC to serve on a substantive change committee and visit Abraham Baldwin Agricultural College. He asked for the Board's approval to attend before replying to SACSCOC. The Board unanimously agreed that Dr. Leitzel should attend this trip. The September 26 meeting will be rescheduled for September 19. Dr. Leitzel thanked the Board for working with his schedule. The October 24 meeting conflicts with the ACCT Leadership Congress conference in New York City. The Board agreed to reschedule the October 24 meeting to October 31. No further changes were made to the calendar.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introductions

Employee	Position	Supervisor	Hired
Ashtanel Castillo	Coordinator, Student and Academic Success	Tasha Morales	03/05/18
Garrett Lee	Coordinator, Engineering	Robert Frank	03/01/18

2.2 Employee Retirement Recognition

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

Mr. MacNeill addressed the Board about his time here at the college. He thanked everyone and the college for all the lasting memories that he has.

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; full time career staff; resignations; adjunct faculty 2017-18 and 2018-19, academic year as needed. *(EXHIBIT "A")*

5.2 Grant Awards

5.2.1 Healthy Smiles for Highlands County

Highlands County Health Services \$17,000

5.2.2 Regional Touring Grant – Hotlanta Dixieland

SouthArts \$2,059

5.3 Agreements and Contracts

5.3.1 Approved the renewal of lease agreement between Tri-County Human Services, Inc. and South Florida State College for Addictions and Dual Disorders as presented. *(EXHIBIT "B")*

5.3.2 Approved the renewal of the training agreement between CareerSource Polk and South Florida State College as presented. *(EXHIBIT "C")*

5.4 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for month of May 2018. *(EXHIBIT "D")*

5.3.2 Property Deletion

Approved the deletion of College property as presented. *(EXHIBIT "E")*

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

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

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

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

Dr. Valentine shared with the Board that he received a verbal approval from SACSCOC on SFSC's Fifth Year Interim Report.

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Recertification of Direct Support Organization

Mrs. Bateman presented a request to accept the SFSC Foundation 2017 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 2018-2019 year.

(EXHIBIT "G")

Mrs. Rider made a motion, seconded by Mrs. Cullens, to accept the 2017 independent audit and IRS form 990 and to reauthorize the SFSFC Foundation, Inc. to work on behalf of the College as a direct support organization in support of the College's Vision and Mission, utilizing support from the College as presented for the 2018-2019 fiscal year. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.2 Educational Plant Survey

Mr. Little gave brief report on the Educational Plant Survey that is required every five years. Educational Plant Survey binders were distributed to the Board. Mr. Little stated that after the survey is approved, it can be modified at any time and resubmitted for approval should the need for facilities space grow significantly.

(EXHIBIT "H")

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

8.3 Capital Improvement Program (CIP)

Mr. Little presented a request to approve the Capital Improvement Program Plans for 2019-20 through 2023-24 and submission to the Division of Florida Colleges. Mr. Little informed the Board that the CIP is based on information reported in the Educational Plant Survey. He gave a brief description of the CIP assessment and the needs of the college. Mr. Wright questioned renovations to swimming pool and it being ranked last on the CIP listing. Mr. Little addressed Mr. Wright's concerns.

Mr. Wright made a motion, seconded by Mrs. Puckorius, to approve the Capital Improvement Program Plans for 2019-20 through 2023-24 and submission to the Division of Florida Colleges as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.** (Mrs. Cullens had to leave the meeting prior to the 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 2018. *(EXHIBIT "I")*

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$36,002.73** from May 9 through

June 6, 2018. Mrs. Bateman shared some highlights from TSIC Mentor Appreciation night. She announced that in the month of July TSIC will be sending out flyers and pledge cards to alumni and local businesses to help generate donations to the program and increase mentorships. She informed the Board that a new planned giving brochure is being created with the help of the Marketing department. The brochure will be delivered to local attorney and estate planning offices to encourage people to remember SFSC when planning their wills or trusts. Mrs. Bateman reported that the Alumni Networking Luncheons have grown and by popular demand will be hosted in DeSoto the first Friday of the month, Hardee the third Friday of the month, and Highlands the last Friday of the month. She also shared information about the SFSC Retiree Luncheons. Mrs. Bateman reported that she was invited to speak at the Lake Placid morning rotary club. She shared about our planned giving opportunities and the college support efforts.

9.3 Resource Development

I. Grants Development Report

Dr. Lynch distributed and reviewed the Grants Development Report dated 6/27/18.

She gave a brief description of the grants. Dr. Lynch shared that she is working hard to get as many grants out for SFSC as time allows before she leaves for her new job at University of Florida at the end of July.

II. Proposals in Development

A. Healthy Kids Outreach Project

Florida College System Foundation \$ 15,000

B. Adult General Education

Florida Department of Education \$ 206,223 (Highlands)
\$ 38,500 (Hardee)

C. Integrated English Literacy and Civics Education

Florida Department of Education \$ 43,156 (Highlands)
\$ 38,650 (Hardee)

D. Cultural Programs Funding

Florida Blue Foundation \$ 25,000

E. Cultural Programs ArtWorks Projects

National Endowment for the Arts (NEA) \$ 65,000

F. Decoding the Unique Biodiversity of the Lake Wales Ridge Ecosystem

National Science Foundation \$ 50,000

III. Submitted Proposals

A. Great Performances in Florida's Heartland

Florida Division of Cultural Affairs \$ 90,000

B. Project e-DEFENSE

Office of Naval Research (ONR) Navy and Marine Corps Science,
Technology, Engineering, Mathematics (STEM) Education and
Workforce Program Up to \$ 250,000 for 3 years

IV. Federal Legislative Report

No report.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Reported we have not received any performance funding reports yet. We could possibly know something in 3-4 weeks.
2. Shared property considerations for DeSoto Campus. Dr. Leitzel asked Mr. Little to report on this consideration. Mr. Little gave a brief description on the property. He shared that Mrs. Karlson has been working with him on this matter. After hearing Mr. Little's report the Board unanimously agreed to enter formal discussions involving a potential land swap.
3. Shared highlights from the Leader Team Advance held on June 4-5.
4. Highlighted the Florida Chamber "Learners to Earners" conference that he recently attended on June 11-13. He shared a video from that conference along with a video from the Florida College System titled Who Are We.
5. Update: Constitutional Revisions – He shared the ballot summary for Amendment 7.
6. Shared the Reunification Plan: SFSC is working with The School Board of Highlands County as a relocation center should an incident occur at area schools. Dr. Leitzel stated that we are in the early stages of planning and there will be follow up meetings.
7. Announced that SFSC recently had a dental site visit from the Commission on Dental Accreditation and we received zero recommendations.
8. Highlighted Graduations: 22 Law Enforcement Grads on June 14 and 35 ADN Grads on June 18.
9. Shared we have some BSEE students at NASA as part of Minority University Research and Education Project. SFSC was one of eight institutions from across the country participating in the program this year.
10. Recognized Ms. Elizabeth Tauchen, SFSC Alumni who was recently crowned Florida Cattlemen's Association Sweetheart.
11. Reported on letters to Congressman Rooney pertaining to the reauthorization of Higher Ed. Act (PROSPER) and supporting DACA. He shared that the reauthorization of Higher Ed. Act failed the first full attempt.
12. Thanked the Board for their support for the recent five years.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius asked if we had an update on the progress of the Parkway. Mr. Little addressed her question.

Mr. Bryan shared that he was glad that he received a text from Mr. Lambert that he was planning to attend today's DBOT meeting. He shared that Dr. Valentine assisted him with some draft language last week prior to a meeting in Hardee County.

Mr. Bryan thanked Dr. Valentine for his help.

Mr. Lambert stated no report. He thanked everyone for their support and he is glad to be back.

Mr. Wright stated that he was glad to have Mr. Lambert back sitting next to him.

Mrs. Rider shared the same sentiment as Mr. Wright of having Mr. Lambert back.

9.7 Board Chair Report

Mr. Backer wished Mrs. Weyrauch a Happy Birthday. He shared he also was happy to see Mr. Lambert back.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:58 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: JULY 18, 2018

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 2018-2019
2. Election of the Vice Chair for 2018-2019
3. Election of the SFSC Foundation Liaison for 2018-2019

**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 18, 2018

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 2018-2019 academic year located on the following page is recommended for your consideration.

Information:

The 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 2018-2019 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 22, 2018	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, September 19, 2018	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, October 31, 2018	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, December 5, 2018	Planning Workshop – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, December 5, 2018	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, January 23, 2019	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, February 20, 2019	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, March 27, 2019	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, April 24, 2019	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, May 22, 2019	Budget Workshop – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, May 22, 2019	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, June 26, 2019	Board Meeting – TBD	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, July 17, 2019	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 2018	AUGUST 2018	SEPTEMBER 2018
<p>18 Board Meeting, 1 PM Highlands Campus</p>	<p>13 Convocation</p> <p>22 *Board Meeting, 1 PM Highlands Campus</p>	<p>19 Board Meeting, 1 PM Highlands Campus</p>
OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018
<p>24-27 ACCT Leadership Congress, New York, NY</p> <p>31 Board Meeting, 1 PM Highlands Campus</p>	<p>26 Jacaranda Jubilee, 6 PM Jacaranda Hotel</p> <p>28 *No Board Meeting</p>	<p>5 *Board Meeting, 1 PM Highlands Campus</p> <p>*Planning Workshop, TBD Highlands Campus</p> <p>6 Foundation Christmas Luncheon, 12PM Jacaranda Hotel</p>
JANUARY 2019	FEBRUARY 2019	MARCH 2019
<p>17-20 Million Dollar Hole in One Shoot-Out</p> <p>23 *Board Meeting, 1 PM Highlands Campus</p>	<p>20 *Board Meeting, 1 PM Highlands Campus</p>	<p>27 *Board Meeting, 1 PM Highlands Campus</p>
APRIL 2019	MAY 2019	JUNE 2019
<p>24 *Board Meeting, 1 PM Highlands Campus</p>	<p>22 *Board Meeting, 1 PM Highlands Campus</p>	<p>22 *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: JULY 18, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTION

Employee	Position	Supervisor	Hired
Michaela Tomova	Dean, Arts and Sciences	Sidney Valentine	07/01/18

3.0 *Public Comment*


4.0 Presentations

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: JULY 18, 2018
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	Grant Awards	
	5.2.1 Performing Arts in Rural Florida - \$5,000	
5.3	Agreements and Contracts	
	5.3.1 Affiliation Agreement – Highlands Regional Medical Center	
	5.3.2 Dual Enrollment Agreement – Polk County School Board	
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	
	5.4.2 Property Deletion	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JULY 18, 2018

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>
James, Antonio	Program Specialist, Panther Youth Partners	07/09/18

II. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Flecha, Linda	Staff Assistant I, Student Services	07/09/18

III. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
DeSantiago, Brenda	Admissions, Registration, and Records Specialist	06/27/18
Niemiec, Edward	Custodian	06/22/18
Sauls, Leah	Coordinator, Panther Youth Partners	06/28/18
Hamlet, Devra	Front Office Manager, Dental Education	07/13/18

IV. ADJUNCT FACULTY, 2018-19, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Barton, Todd	Firefighter	IV
Conner, Shantavia	Accounting and Business	II
Jenkins, Brian	Firefighter	IIIB
Madden, Ariel	Computer and Business	II

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



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JULY 18, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – PEFORMING ARTS IN RURAL FLORIDA

Title: Performing Arts in Rural Florida
Source: Visit Florida – Cultural, Heritage, Rural, and Nature Tourism Grant Program
Amount: \$5,000
Description: Funds have been awarded to assist with production and distribution of the 2018-2019 SFSC Performing Arts season brochure. This brochure will promote the Artist, Matinee, Trending Now, and Jazz Series performances.

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



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: JULY 18, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – HIGHLANDS REGIONAL MEDICAL CENTER

Approval is requested to **renew** the affiliation agreements between Highlands Regional Medical Center and South Florida State College for the purpose of providing clinical rotations in the Phlebotomy program. This contract renews annually.

SUGGESTED MOTION:

Move to approve the renewal of the affiliation agreement between Highlands Regional Medical Center and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: JULY 18, 2018

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 renewal of the agreement between Polk County School Board and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: JULY 18, 2018

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 2018 will be provided in the August 2018 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.

SUGGESTED MOTION:
Move to approve the monthly accounts payable/monthly payroll as presented.




OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: JUNE 27, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PROPERTY DELETION

Authorization is requested to delete the equipment item listed below totaling \$4,770 from SFSC property records. This item is beyond repair and will be held in storage until disposal.

**South Florida State College
Disposal Items
July 2018**

Tag #	Date Purchased	Description	Cost	Condition Code
14653	June 11, 2007	2003 Ford Crown Victoria	\$4,770	Poor

SUGGESTED MOTION:

Move to approve the deletion of College property as presented.

6.0 Planning and Policy Issues

7.0 Academic and Student Matters

8.0 Purchasing and Other Action Items

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: JUNE 27, 2018

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 2018 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: JUNE 27, 2018

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 2018 meeting of the College District Board of Trustees. The included dates are June 7, 2018 to July 3, 2018. The total amount reported is **\$52,735.00**

II. Foundation Update

- A. TSIC Field trip to UF
- B. New tenant at the Jacaranda

South Florida State College Foundation, Inc
Gift Summary Report 6/7/18 - 7/3/18

Fund ID	Fund Description	# Gifts	Cash	Pledges	Total
1000	Unrestricted	1	\$832.00	\$0.00	\$832.00
5011	SFSC General Scholarship	2	\$41,500.00	\$0.00	\$41,500.00
5058	Take Stock In Children - Ops	1	\$500.00	\$0.00	\$500.00
5110	Highlands County Bar Association Scholarship	1	\$50.00	\$0.00	\$50.00
5118	Rotary Club of Highlands Co. S. <u>Fettinger S'ship</u>	1	\$5,000.00	\$0.00	\$5,000.00
5139	Leadership Highlands Alumni Fund	8	\$925.00	\$0.00	\$925.00
6005	Partnership Project	2	\$3,928.00	\$0.00	\$3,928.00
Grand Totals:		16	\$52,735.00	\$0.00	\$52,735.00
16 Gift(s) listed					
16 Donor(s) listed					



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JUNE 27, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT AND FEDERAL RELATIONS REPORT

Proposals in Development

None to Report

Submitted Proposals

Title: Cultural Programs Funding

Source: Florida Blue Foundation

Amount: \$25,000

Description: Funds are being requested to support operating the Trending Now, Kaleidoscope, and Young People's Theatre series in 2018-2019.

Title: Cultural Programs ArtWorks Projects

Source: National Endowment for the Arts (NEA)

Amount: \$65,000

Description: Funds will be requested from the NEA to support Kaleidoscope, Trending Now, and Young People's Theatre. These funds will be used to expand community engagement in the performing arts through greater outreach to the targeted populations.

Title: Decoding the Unique Biodiversity of the Lake Wales Ridge Ecosystem

Source: National Science Foundation

Amount: \$50,000

Description: Dr. Mintoo Patel, in partnership with Bok Tower Gardens, is leading a proposal to engage undergraduate students in genetic barcoding research. Through guided practice in collection, processing, and documentation of biological samples, the team of researchers will establish a genetic database of the Lake Wales Ridge ecosystem.

Submitted Proposals Continued

Title: Healthy Kids Outreach Project

Source: Florida College System Foundation

Amount: \$15,000

Source: The SFSC Division of Health Sciences is requesting funds to engage Nursing and Dental Education students in health care awareness outreach efforts to local families. The project will focus on both preventive health care, health education, and increasing awareness of Healthy Kids insurance programs for low-income families.

Title: Adult General Education

Source: Florida Department of Education

Amount: \$206,223 Highlands

\$38,500 Hardee

Description: Funds are being requested to continue offering Adult Basic Education and GED courses for students 16 and older in Highlands and Hardee counties.

Title: Integrated English Literacy and Civics Education

Source: Florida Department of Education

Amount: \$43,156 Highlands

\$38,650 Hardee

Description: Funds are being requested to continue offering ESOL courses to students 16 and older in Highlands and Hardee counties.