



**SFSC  
District Board of Trustees  
Regular Meeting  
September 19, 2018**

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

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**Tami Cullens, Chair  
Joe Wright, Vice Chair  
Tim Backer  
Derren Bryan  
Louis Kirschner  
Ken Lambert  
Lana C. Puckorius  
Kris Y. Rider  
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: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of September 19, 2018 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of September 19, 2018 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
SEPTEMBER 19, 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 – August 22, 2018
  - 1.3 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 Healthy Kids Outreach Project - \$14,000
    - 5.2.2 National Farmworker Jobs Program - \$290,049
    - 5.2.3 Adult General Education (AGE) - \$38,560 (Hardee County)  
\$206,223 (Highlands County)
    - 5.2.4 Integrated English Literacy and Civics Education (IELCE)  
\$30,900 (Hardee County)  
\$43,156 (Highlands County)
    - 5.2.5 Student Support Services - \$242,136
    - 5.2.6 Re-Engineering Our Future - \$915,770
  - 5.3 Agreements and Contracts
    - 5.3.1 Facilities Rental, Materials, and Service Agreement – Ave Maria University Preparatory School
    - 5.3.2 Training Provider Agreement – State of Florida Department of Health (DeSoto County)
    - 5.3.3 Training Provider Agreement – CareerSource Heartland
  - 5.4 Operating Actions
    - 5.4.1 Monthly Accounts Payable & Payroll Check Register
    - 5.4.2 Donation of 1997 E-One American Eagle Fire Truck
    - 5.4.3 Donation of Matting and Framing Equipment
- 6.0 Planning and Policy Issues
  - 6.1 Policy Development
    - 6.1.1 Policy 1.07 Alcohol and Drug-Free Campus and Workplace
- 7.0 Academic and Student Matters
- 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 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: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – AUGUST 22, 2018

It is recommended that the minutes of the regular meeting held August 22, 2018 be approved as presented and recorded in the Supplemental Minute Book.

**SUGGESTED MOTION:**

**Move to approve the minutes of the August 22, 2018 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
AUGUST 22, 2018**

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

<b>Staff Present:</b>	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Ms. Cindy Garren
	Dr. Michele Heston	Mr. Don Kesterson	Ms. Melissa Lee
	Mr. Glenn Little	Mrs. Melissa Kuehnle	Dr. Sidney Valentine
	Dr. Chris van der Kaay	Mrs. June Weyrauch	Dr. Tim Wise
	Dr. Robert Flores	Mrs. Deborah Latter	Dr. Michaela Tomova
	Mr. Erik Christensen	Mrs. Winnie Salmon	Mrs. Tina Gottus
	Mrs. Sari Crews	Mrs. Amy Ferrante	

**Others Present:** Mrs. Barbara Kirschner

**CALL TO ORDER**

The regular meeting of the District Board of Trustees was called to order at 1:05 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mrs. Tami Cullens.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mrs. Rider made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held August 22, 2018 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Mr. Lambert made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held July 18, 2018 with name corrections as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, 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 shared with the Board that the Trustees Commission Annual Conference/AFC Annual Meeting Conference is on November 7-9 in Orlando and will be added to the master calendar. Mrs. Cullens added that

this is the day after Election Day. Mr. Wright asked that the fall and spring commencement dates be added to the calendar.

## 2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

### 2.1 New Employee Introductions

Employee	Position	Supervisor	Hired
Sari Crews	Business Development Specialist, Corporate and Community Education	Tina Gottus	05/01/18
Amy Ferrante	Instructor, Radiography	Junior Gray	05/01/18

### 2.2 Employee Retirement Recognition

Employee	Position	Dates of Service
Winnie Salmon	Administrative Assistant II, Advising & Counseling	9/27/99 - 6/30/03; 5/01/06 - 8/31/18

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

Mrs. Salmon stated it has been a pleasure to work with faculty, staff, and especially the students at SFSC over the years. She shared she will miss working with the students the most.

## 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 faculty; full time professional; full time career staff; retirements; resignations; adjunct faculty 2018-19, academic year as needed.

*(EXHIBIT "A")*

### 5.2 Grant Awards

#### 5.2.1 **Carl D. Perkins Career Technical Education Postsecondary**

Florida Department of Education \$ 176,782

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

Florida Department of Education \$ 101,496.50

**5.3 Agreements and Contracts**

**5.3.1** Approved the renewal of the contract agreement between Sunshine Staffing of Highlands County, Inc. and South Florida State College as presented.

*(EXHIBIT "B")*

**5.3.2** Approved the renewal of the dual enrollment agreement between Parkview Prep Academy and South Florida State College as presented.

*(EXHIBIT "C")*

**5.3.3** Approved the new articulation agreement between Florida Polytechnic University and South Florida State College as presented. *(EXHIBIT "D")*

**5.4 Operational Actions**

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

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through June 2018 and for the month of July 2018.

*(EXHIBIT "E")*

**5.4.2 Property Deletion**

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

**Mr. Lambert made a motion, seconded by Mr. Backer, 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, Dr. Kirschner, 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**

None

**8.0 PURCHASING AND OTHER ACTION ITEMS**

Following a question from Mr. Backer, Mr. Little addressed Board questions pertaining to the theft of the semi-truck at the Crews Center. Mr. Little stated that the Highlands County Sheriff's Office is still following up on the theft. The Sheriff's Office stated that the case is not closed.

**9.0 REPORTS**

**9.1 Financial Report**

Ms. Lee reported on the financial graphs and a summary of revenue and expenditures for FY 2017-18 and through the month of July 2018. Ms. Lee addressed the Board's questions pertaining to scholarships. *(EXHIBIT "G")*

**9.2 Foundation Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$11,976.18** from July 4 through August 7, 2018. Mrs. Bateman announced that two orientations have been completed for mentors in TSIC, there are currently eighty-eight mentors signed up. TSIC needs forty-four more mentors. They currently have one hundred thirty-two students signed on. Mrs. Bateman reported last month that the new Planned Giving brochure was created, she distributed to the Board the



new brochure. Mrs. Bateman shared the Foundation had three planned gifts given to the Foundation this summer. Two planned gifts were from people whose names were given to the Foundation as potential donors. The third came through a local attorney's office. The estimated total for the three gifts is a minimum of \$400,000 but the Foundation will not know until the official paperwork has been delivered. Mrs. Bateman thanked the Board for their support and the Foundation will continue to work with the Board in the near future to develop another list of potential donors. Mrs. Bateman shared that SFSC employees won prizes in a drawing after submitting completed donation forms to the SFSC Foundation. These prizes were donated by some of our donors. She stated at each campus during Convocation week, the Foundation offered pledges and asked employees to support the Foundation. With this, the Foundation saw an increase in pledges. Mrs. Bateman shared with the Board that Subway and Publix graciously sponsored the lunches during Convocation week at all the campuses and the Foundation sponsored the new employee luncheon. Mrs. Bateman addressed questions from the Board.

### 9.3 **Resource Development**

#### **I. Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 8/22/18. He gave a brief description of the grants.

#### **II. Proposals in Development**

None to report.

#### **III. Submitted Proposals**

##### **A. Art Works**

National Endowment for the Arts (NEA)	\$ 65,000
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##### **B. Jobs for Regional Advancement: Three Approaches to Prosperity**

Florida's Job Growth Grant Program	\$ 2,296,895
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### 9.4 **President's Report**

Dr. Leitzel reported on the following college activities:

1. Stated he appreciates all the SFSC faculty and staff members and their continuous hard work.
2. Shared welcoming back new students on August 20. Dr. Leitzel stated he appreciates Dr. Wise and team for their work in student services.
3. Highlighted Enrollment: End of Year enrollment is up 5.28%; summer enrollment is up 5.4%; and fall enrollment is currently up.
4. Reflected on Convocation: thanked Mrs. Cullens for the Trustee welcome; guest speaker Mr. Lee Cockerell; and employee service award milestones.
5. Shared Graduations/Pinnings: Eleven Rad Tech students on July 19; and twenty-eight LPN students on July 26.
6. Shared and thanked Mr. Randy Surbar with Florida Hospital for their generous donation that will fund a faculty position in the nursing department.
7. Highlighted: as of August 21 the new NCLEX pass rate is 31/35 students, that is 89%. ACEN benchmark is 80% and national average is 84%; received a formal letter from ACEN for the maximum eight year approval. Dr. Leitzel congratulated the nursing faculty and administrators.
8. Parkway Update: Dr. Leitzel shared that SFSC has been working with the County. Dr. Leitzel asked Mr. Little to give the Board a brief update from the meeting that was held on August 1 with the County. Mr. Little gave a brief update on the meeting's discussion

topics. He stated that he was very pleased with the discussion and the communication efforts that are being made by the County.

9. Shared handouts with Board on the language that will be on the ballot for Amendment 7.
10. Reflected on Performance Indicators: Dr. Leitzel distributed to the Board FCS comparison sheets and highlighted SFSC's performance. He thanked everyone for their hard work. Mr. Wright shared that he has seen creative changes. He stated that he would like the informal reasons of to how SFSC was able to obtain another gold status. Dr. Leitzel addressed Mr. Wright's question.

#### **9.5 Board Attorney's Report**

Mrs. Karlson asked the Board to think about if they would like to change the five question evaluation of Dr. Leitzel's performance. Mrs. Cullens asked if the Board would be interested in a survey monkey instead of hand-writing the evaluation. Mrs. Karlson stated she could share a survey monkey questionnaire that Santa Fe uses with the Board. Mrs. Cullens also suggested that the Board review the evaluation questions. Mr. Wright agreed with Mrs. Cullens and asked that the questionnaire be sent to the Board for their review and to consider additional questions or changes. Several members had no problems with the current process and the current instrument. Mrs. Karlson stated that she will send the questionnaire to the Board for their review and she is available for any discussions they would like to have pertaining to the evaluation.

#### **9.6 Board Members' Reports**

Mrs. Puckorius stated no report.

Mr. Backer thanked everyone for their cards and prayers on the passing of his mother.

Dr. Kirschner gave the Backer family his condolences. He stated that it is great to be back from his trip to Poland.

Mr. Lambert extended his condolences to Mr. Backer and his family.

Mrs. Rider stated that it is great to be here today and gave her condolences to Mr. Backer and his family.

Mr. Wright offered his condolences to Mr. Backer and his family.

Mr. Bryan had to leave during the Board attorney report due to a scheduling conflict.

#### **9.7 Board Chair Report**

Mrs. Cullens gave her condolences to the Backer family and she welcomed back and thanked Dr. Kirschner for sharing about his recent travels.

#### **10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:54 p.m.



OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

SUBJECT: REVIEW OF AGENDA MASTER CALENDAR

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.

## District Board of Trustees Agenda Master Calendar

SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018
19 Board Meeting, 1 PM Highlands Campus	24-27 ACCT Leadership Congress, New York, NY  31 Board Meeting, 1 PM Highlands Campus	7-9 Trustee Commission Annual Conference / AFC Annual Meeting Conference  26 Jacaranda Jubilee, 6 PM Jacaranda Hotel  28 No Board Meeting
DECEMBER 2018	JANUARY 2019	FEBRUARY 2019
5 Board Meeting, 1 PM Highlands Campus  Planning Workshop, 10 AM Highlands Campus  6 Foundation Christmas Luncheon, 12PM Jacaranda Hotel  13 Fall Commencement	17-20 Million Dollar Hole in One Shoot-Out  23 Board Meeting, 1 PM Highlands Campus	20 Board Meeting, 1 PM Highlands Campus
MARCH 2019	APRIL 2019	MAY 2019
27 Board Meeting, 1 PM Highlands Campus	24 Board Meeting, 1 PM Highlands Campus	2 Spring Commencement  22 Board Meeting, 1 PM Highlands Campus  Budget Workshop, 10 AM Highlands Campus
JUNE 2019	JULY 2019	AUGUST 2019
26 Board Meeting, 1 PM Highlands Campus	17 Board Meeting, 1 PM Highlands Campus	21 * Board Meeting, 1 PM Highlands Campus

New Addition

Tentative \*

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



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTION

Employee	Position	Supervisor	Hired
Emily Vasquez	Staff Assistant I, Lake Placid Center	Jennifer Tollison	06/04/18

### **3.0 *Public Comment***

#### ***4.0 Presentations***



***5.0 Consent Agenda Action Items***



OFFICE OF THE PRESIDENT

**Item 5.0**

PRESENT TO BOARD: SEPTEMBER 19, 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.**

	<b>CONSENT AGENDA ACTION ITEMS</b>	<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>20</b>
<b>5.2</b>	<b>Grant Awards</b>	<b>22</b>
	5.2.1 Healthy Kids Outreach Project - \$14,000	
	5.2.2 National Farmworker Jobs Program - \$290,049	
	5.2.3 Adult General Education (AGE) - \$38,560 (Hardee County) \$206,223 (Highlands County)	
	5.2.4 Integrated English Literacy and Civics Education (IELCE) – \$30,900 (Hardee County) \$43,156 (Highlands County)	
	5.2.5 Student Support Services - \$242,136	
	5.2.6 Re-Engineering Our Future - \$915,770	
<b>5.3</b>	<b>Agreements and Contracts</b>	<b>28</b>
	5.3.1 Facilities Rental, Materials, and Service Agreements – Ave Maria University Preparatory School	
	5.3.2 Training Provider Agreement – State of Florida Department of Health (DeSoto County)	
	5.3.3 Training Provider Agreement – CareerSource Heartland	
<b>5.4</b>	<b>Operating Actions</b>	<b>31</b>
	5.4.1 Monthly Accounts Payable & Payroll Check Register	
	5.4.2 Donation of 1997 E-One American Eagle Fire Truck	
	5.4.3 Donation of Matting and Framing Equipment	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: SEPTEMBER 19, 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 ADMINISTRATIVE:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Stern, Jonathan	Registrar	10/08/18

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Taylor, Larry	Instructor, EMS	09/04/18

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Robey, Christine*	Welcome Center Support Assistant	08/01/18
Kilpatrick, Tiffany	Staff Assistant I, Human Resources	09/04/18

\*Transferred from Administrative Assistant II, Student Services

**IV. RESIGNATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Martinez, Sara	Testing Specialist	08/31/18
Smith, Chase	Cultural Program Assistant – Publicity	12/14/18

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Lee, Leroy	Electrical Line Service Repair	III
Chavez Cruz, Irving	ABE/GED/ESOL	III
Clanton, Deborah	Child Development & Education	II
Granata, Michael	Sociology	II
Hodge, Melissa	ABE/GED/ESOL	II

**V. ADJUNCT FACULTY, 2018-19, ACADEMIC YEAR AS NEEDED (cont.):**

<b><u>Name</u></b>	<b><u>Teaching Area</u></b>	<b><u>Rank</u></b>
Jackson, Juliana	Developmental Mathematics	III
Lujan, Yvette	Speech Communicaion	II
Melendez, Raquel	ABE/GED/ESOL	II
Nieves, Diana	ABE/GED/ESOL	II
Novotorov, Andrew	Agriculture	I
Quirk, Rachel	ABE/GED/ESOL	II
Ritter, Dawn	Environmental Sciences/Biology	II
Schudel, Glenn	English/Humanities	II
Sheehan, Patricia	ABE/GED/ESOL	II

**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – HEALTHY KIDS OUTREACH PROJECT

**Title:** Healthy Kids Outreach Project  
**Source:** Florida College System Foundation  
**Amount:** \$14,000  
**Description:** Funding has been awarded 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.

**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – NATIONAL FARMWORKER JOBS PROGRAM

**Title:** National Farmworker Jobs Program  
**Source:** Florida Department of Education  
**Amount:** \$290,049  
**Description:** Funding has been awarded to continue offering the Migrant and Seasonal Farmworker Program to residents of DeSoto, Hardee, and Highlands counties. The program focuses on education and training options that strengthen the ability of eligible farmworkers and their families to achieve economic self-sufficiency.

**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – ADULT GENERAL EDUCATION (AGE)

**Title:** Adult General Education (AGE)

**Source:** Florida Department of Education

**Amount:** \$38,560 (Hardee County)  
\$206,223 (Highlands County)

**Description:** Funding has been awarded to provide Adult Basic Education (ABE) and General Education Development (GED) classes for adult students age 16 and older in Hardee and Highlands counties. These funds will support personnel, instructional materials, and educational technology.

**SUGGESTED MOTION:**

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





OFFICE OF THE PRESIDENT

Item 5.2.4

PRESENT TO BOARD: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION  
(IELCE)

**Title:** Integrated English Literacy and Civics Education (IELCE)  
**Source:** Florida Department of Education  
**Amount:** \$30,900 (Hardee County)  
\$43,156 (Highlands County)  
**Description:** Funding has been awarded to provide Integrated English Literacy and Civics Education for adult students age 16 and older in Hardee and Highlands counties. Funds will be used to support personnel, instructional materials, and educational technology.

**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

Item 5.2.5

PRESENT TO BOARD: SEPTEMBER 19, 2018

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:** \$242,136  
**Description:** SFSC has been awarded continuation funds for the Student Support Services program. This award represents the fourth year of a five-year award. 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 5.2.6

PRESENT TO BOARD: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – Re-ENGINEERING OUR FUTURE

**Title:** Re-Engineering Our Future  
**Source:** U.S. Department of Education, Hispanic Serving Institutions STEM & Articulation  
**Amount:** \$915,770  
**Description:** SFSC has been awarded continuation funds for the Hispanic Serving Institutions STEM grant that will build enhanced opportunities for low-income and minority students to complete degrees in a STEM field. This award represents the third year of a five-year award.

**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: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FACILITIES RENTAL, MATERIALS, AND SERVICES AGREEMENT –  
AVE MARIA UNIVERSITY PREPARATORY SCHOOL

Approval is requested to **renew** facilities rental, materials and services agreement between Ave Maria University Preparatory School and South Florida State College for the purpose of providing the college an agricultural program training area to include land, a classroom and storage facility, office, telephone and internet access for the instructor located at the site. Ave Maria University Preparatory School will be responsible for the maintenance and repair of facilities at its site. This agreement renews annually.

**SUGGESTED MOTION:**

**Move to approve the renewal of the agreement between Ave Maria University Preparatory School and South Florida State College as presented.**



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINER PROVIDER AGREEMENT – STATE OF FLORIDA DEPARTMENT OF  
HEALTH (DESOTO COUNTY)

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

**SUGGESTED MOTION:**

**Move to approve the renewal of the agreement between State of Florida Department of Health (DeSoto County) and South Florida State College as presented.**




OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINER PROVIDER AGREEMENT – CAREER SOURCE HEARTLAND

Approval is requested to **renew** a training provider agreement between Career Source Heartland and South Florida State College for the purpose of delivering Panther Youth Partners programs, to include in-school and out-of-school youth, under the Workforce Innovation and Opportunity Act in DeSoto, Hardee, Highlands, and Okeechobee counties. This agreement renews annually.

**SUGGESTED MOTION:**

**Move to approve the renewal of the agreement between CareerSource Heartland and South Florida State College as presented.**



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: SEPTEMBER 19, 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 for all funds through August 2018 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 payable/monthly payroll as presented.**

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



Accounts Payable:								
	2018/2019 Checks		2018/2019 Electronic		2018/2019 P-Card		2018/2019 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	415	\$348,056.93	88	\$1,075,846.13	494	\$220,098.62	997	\$1,644,001.68
Aug	294	\$753,642.03	156	686,703.19	496	\$138,404.02	946	\$1,578,749.24
Sept		\$0.00		0.00		\$0.00	0	\$0.00
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	709	\$1,101,698.96	244	\$1,762,549.32	990	\$358,502.64	1943	\$3,222,750.92

Payroll:								
	2018/2019 Checks		2018/2019 Electronic		2018/2019 Totals			
	No.	Amount	No.	Amount		No.	Amount	
July	22	\$33,162.95	498	\$877,605.26		520	\$910,768.21	
Aug	18	\$30,707.85	390	\$823,529.57		408	\$854,237.42	
Sept		\$0.00		\$0.00		0	\$0.00	
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	40	\$63,870.80	888	\$1,701,134.83		928	\$1,765,005.63	

#### Accounts Payable:

	2017/2018			2018/2019		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	763	\$1,080,313.54	\$1,080,313.54	997	\$1,644,001.68	\$1,644,001.68
August	1,199	1,907,524.93	\$2,987,838.47	946	1,578,749.24	\$3,222,750.92
September	1,987	2,066,752.91	\$5,054,591.38			\$0.00
October	1,479	2,510,835.52	\$7,565,426.90			\$0.00
November	1,392	1,766,270.75	\$9,331,697.65			\$0.00
December	1,002	1,217,932.69	\$10,549,630.34			\$0.00
January	1,012	1,585,405.61	\$12,135,035.95			\$0.00
February	2,343	3,478,993.30	\$15,614,029.25			\$0.00
March	1,114	1,743,366.49	\$17,357,395.74			\$0.00
April	1,216	1,560,912.69	\$18,918,308.43			\$0.00
May	964	1,520,153.34	\$20,438,461.77			\$0.00
June	1,419	2,198,038.53	\$22,636,500.30			\$0.00
Totals	15,890	\$22,636,500.30		1,943	\$3,222,750.92	

#### Payroll:

	2017/2018			2018/2019		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	487	\$863,222.44	\$863,222.44	520	\$910,768.21	\$910,768.21
August	403	828,255.11	\$1,691,477.55	408	854,237.42	\$1,765,005.63
September	438	848,026.67	\$2,539,504.22			\$0.00
October	462	869,525.05	\$3,409,029.27			\$0.00
November	501	1,130,152.64	\$4,539,181.91			\$0.00
December	508	995,230.80	\$5,534,412.71			\$0.00
January	465	859,735.14	\$6,394,147.85			\$0.00
February	483	918,019.48	\$7,312,167.33			\$0.00
March	510	934,052.71	\$8,246,220.04			\$0.00
April	514	973,667.62	\$9,219,887.66			\$0.00
May	507	997,313.75	\$10,217,201.41			\$0.00
June	441	944,983.19	\$11,162,184.60			\$0.00
Totals	5719	\$11,162,184.60		928	\$1,765,005.63	





OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DONATION OF 1997 E-ONE AMERICAN EAGLE FIRE TRUCK

Approval is requested for the donation of a 1997 E-One American Eagle fire truck (valued at \$7,500) from Polk County Fire and Rescue. The vehicle is to be used by the College's Fire Science program.

**SUGGESTED MOTION:**

**Move to approve the donation of a 1997 E-One American Eagle fire truck from Polk County Fire and Rescue for use by the SFSC Fire Science program as presented.**



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DONATION OF MATTING AND FRAMING EQUIPMENT

Approval is requested for the donation of various matting and framing equipment (valued at \$8,000) from Ruth McGehee. These items will be used by the College's Art program.

**SUGGESTED MOTION:**

**Move to approve the donation of various matting and framing equipment from Ruth McGehee to be used by the SFSC Art program as presented.**

## **6.0 Planning and Policy Issues**



OFFICE OF THE PRESIDENT

Item 6.1.1

PRESENT TO BOARD: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: POLICY DEVELOPMENT: POLICY 1.07 ALCOHOL AND DRUG-FREE CAMPUS  
AND WORKPLACE

Approval is requested to revise current District Board of Trustees Policy 1.07, Alcohol and Drug-Free Campus and Workplace, by allowing limited exceptions for the use, sale, and/or consumption of alcohol within and on College facilities. Specifically, the policy revision will authorize the president to approve (or disapprove) requests for the use, sale, and/or consumption of beer and/or wine for special community events held on College property or for the use of alcohol in educational programs that require the use of alcohol strictly for educational purposes (e.g. criminal justice programs). Both the current and revised policies are provided to illustrate the recommended changes.

**SUGGESTED MOTION:**

**Move to table approval of revisions to current DBOT Policy 1.07 as presented.**

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

**POLICY NO. 1.07**

**TITLE:** ALCOHOL AND DRUG-FREE CAMPUS AND WORKPLACE

**LEGAL AUTHORITY:** FLORIDA STATUTES: 112.0455, 1001.64

**OFFICE OF PRIMARY RESPONSIBILITY:** PRESIDENT'S OFFICE

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The college is committed to providing an alcohol and drug-free environment for its students, employees, other campus participants, and the general public as is appropriate for an academic center of learning. In compliance with the Drug-Free Workplace Act of 1988 and Drug Free Schools and Communities Act Amendments of 1989, (Public Law 101-226), the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by employees and students is prohibited. The consumption of alcoholic beverages is prohibited in and on college-owned property.

**A. Employees**

1. Employees are not permitted to engage in work activities for the college while under the influence of alcohol or illegal drugs as defined in law. Criminal acts involving illegal use of alcohol or drugs shall be reported to law enforcement.
2. Any employee violating this policy shall be subject to disciplinary action including evaluation or treatment for substance abuse and the possible termination of employment.
3. Employees will be made aware, through a continuing education program, of the dangers and consequences of alcohol and other substance abuse.
4. An employee convicted of the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol shall notify the director, human resources within five days after such conviction and shall be subject to disciplinary action including evaluation and treatment for substance abuse and the possible termination of employment.

**B. Students, other campus participants, and the general public**

1. Students, participants, or members of the general public should not attend classes, events, or activities of the college while under the influence of alcohol or illegal drugs as defined in law. Alcoholic beverages are not permitted to be possessed, sold, served, or consumed by an underage student during any official college event or activity.

2. Any student violating this policy may be referred for evaluation and treatment for substance abuse and shall be subject to disciplinary action including suspension or expulsion. Students who are convicted of any drug offense must report the conviction to the dean, student services within five days after such conviction.
3. Students shall be made aware, through annual awareness and education programs, of the health risks, dangers, and consequences of alcohol and other substance abuse.
4. Participants and members of the general public who violate this policy may be reported to law enforcement.

**HISTORY: Last Reviewed 6/27/12**

**Issued by District Board of Trustees:** 11/16/89

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

**Revised:** 01/22/02, 1/28/09

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

**POLICY NO. 1.07**

**TITLE:** ALCOHOL AND DRUG-FREE CAMPUS AND WORKPLACE

**LEGAL AUTHORITY:** FLORIDA STATUTES: 112.0455, 1001.64

**OFFICE OF PRIMARY RESPONSIBILITY:** PRESIDENT'S OFFICE

---

The College is committed to providing an alcohol and drug-free environment for its students, employees, other campus participants, and the general public as is appropriate for an academic center of learning. In compliance with the Drug-Free Workplace Act of 1988 and Drug Free Schools and Communities Act Amendments of 1989, (Public Law 101-226), the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by employees and students is prohibited. The consumption of alcoholic beverages is prohibited in and on College-owned property subject to very limited exceptions as set forth below.

**C. Employees**

4. Employees are not permitted to engage in work activities for the College while under the influence of alcohol or illegal drugs as defined in law. Criminal acts involving illegal use of alcohol or drugs shall be reported to law enforcement.
5. Any employee violating this policy shall be subject to disciplinary action including evaluation or treatment for substance abuse and the possible termination of employment.
6. Employees will be made aware, through a continuing education program, of the dangers and consequences of alcohol and other substance abuse.
4. An employee convicted of the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol shall notify the director, human resources within five days after such conviction and shall be subject to disciplinary action including evaluation and treatment for substance abuse and the possible termination of employment.

**D. Students, Other Campus Participants, and the General Public**

5. Students, participants, or members of the general public should not attend classes, events, or activities of the College while under the influence of alcohol or illegal drugs as defined in law. Alcoholic beverages are not permitted to be possessed, sold, served, or consumed by an underage student during any official College event or activity.

6. Any student violating this policy may be referred for evaluation and treatment for substance abuse and shall be subject to disciplinary action including suspension or expulsion. Students who are convicted of any drug offense must report the conviction to the dean, student services within five (5) days after such conviction.
7. Students shall be made aware, through annual awareness and education programs, of the health risks, dangers, and consequences of alcohol and other substance abuse.
8. Participants and members of the general public who violate this policy may be reported to law enforcement.

#### C. Exceptions

1. The president has the authority to approve or disapprove of submitted written requests to allow use, sale, and/or consumption of beer and/or wine for special community events held on College-owned property. No other types of alcoholic beverage shall be allowed. However, the president has no authority to approve of requests to allow use, sale and/or consumption of beer and/or wine at student events. Further, any approved event:
  - a. Must be in strict adherence to all local, state and federal laws
  - b. Must be managed by a licensed and insured vendor responsible for serving all alcoholic beverages
  - c. State funds shall not be used to purchase alcoholic beverages or the services to dispense and manage its consumption
  - d. Events where alcohol is served, must also serve non-alcoholic beverages and food
  - e. Compliance with all procedures associated with this policy must be met
2. The president has the authority to approve or disapprove submitted written requests to allow "wet labs" within the Criminal Justice Academy or the use of alcohol in other College programs which may require the use of alcohol strictly for educational purposes.

**HISTORY:** Last ~~Revised~~ ~~Reviewed~~ 6/27/12-xx/xx/xx

**Issued by District Board of Trustees:** 11/16/89

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

**Revised:** 01/22/02, 1/28/09, xx/xx/xx



## **7.0 Academic and Student Matters**

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



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: SEPTEMBER 19, 2018

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 2018:

- Each department chair is integrally involved in the textbook and instructional materials adoption process for each course
- Only 4 of 714 total course sections were not adopted in a timely manner; and, all instances were due to the course being added, to meet student demand after the 45 day deadline had passed. This equates to .56% of FY 2018 general education course sections.
- 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:
  - o Open Educational Resources
  - o Textbook Affordability Committees
  - o Textbook Rentals
  - o Programs with no Textbook Costs
- SFSC considers the following factors when selecting materials:
  - o Purchasing digital textbooks in bulk
  - o Expanding the use of open-access material
  - o Providing rental options for textbooks and related materials
  - o Increasing the availability and use of affordable digital textbooks and learning objects
  - o Developing mechanisms to assist in buying, renting, selling, and sharing textbooks
  - o The length of time that textbooks and instructional materials remain in use.
- SFSC utilized open educational resources as instructional material in 32.35% of FY18 general education course sections.

**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: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

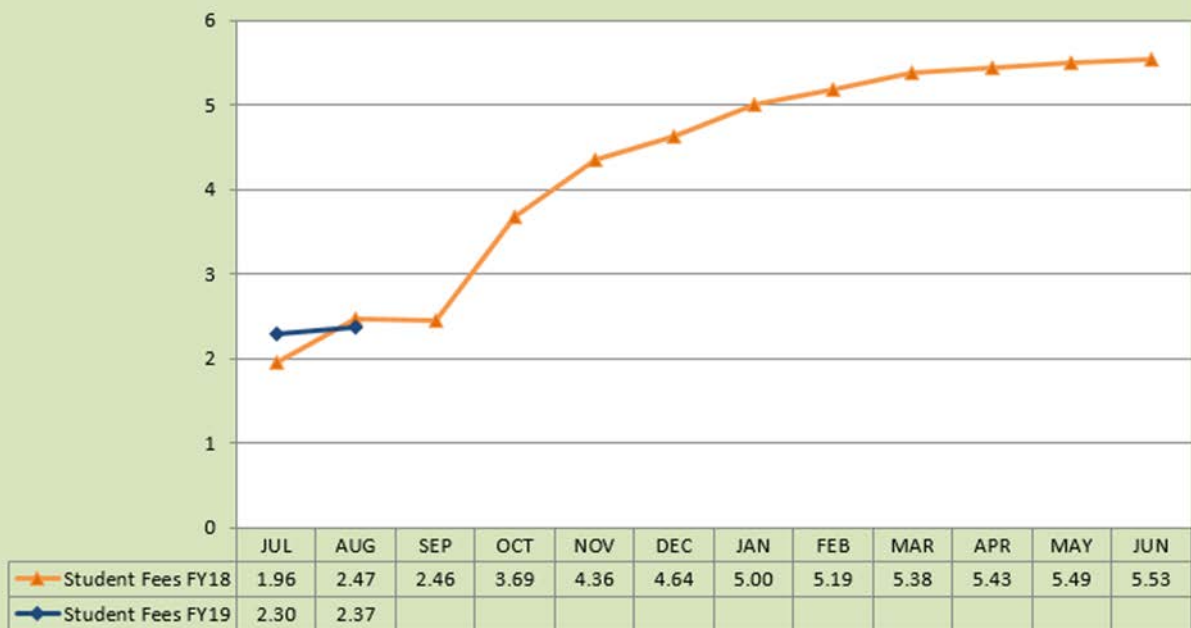
FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

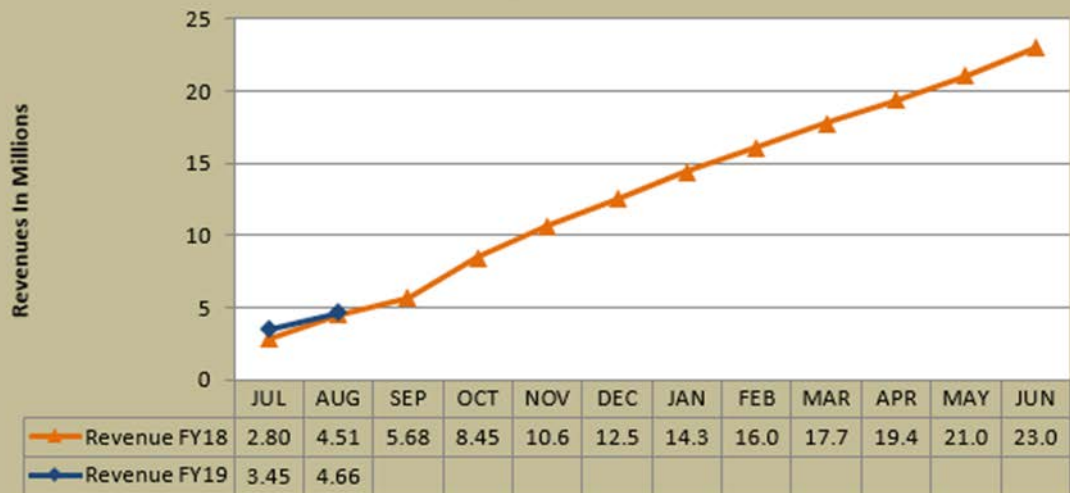
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Enclosed for your review are the graphs and a summary of revenues and expenditures compared to budgeted funds within the Operating Budget through August 2018.

**South Florida State College**  
**Fund 1 Student Fee Revenue, FY 18 vs FY 19**

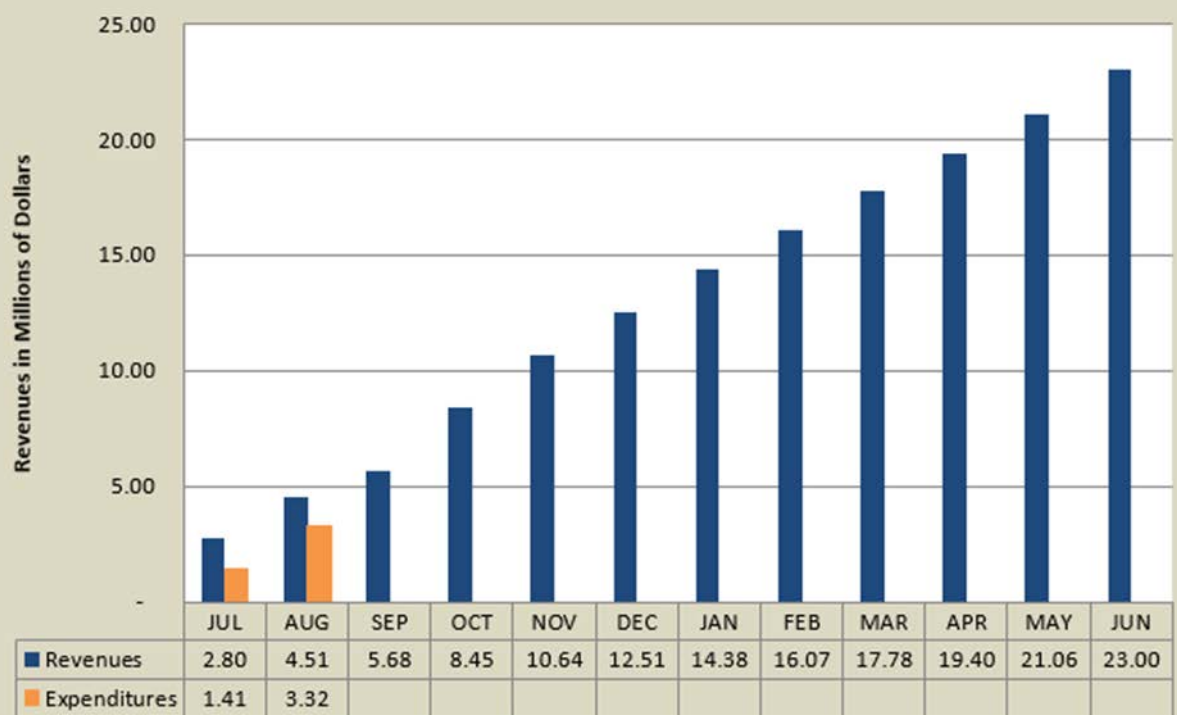


### South Florida State College Fund 1 Total Revenue, FY 18 vs FY 19





### South Florida State College Fund 1 Total Revenues & Expenditures FY 19



South Florida State College					
Revenue and Expenditures for Fund 1					
For Month Ended August 31, 2018					
Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401-403XX	Tuition and Out of State Fees	4,210,370.00	2,034,547.33	2,175,822.67	48.32%
404XX	Lab Fees	489,113.00	221,246.79	267,866.21	45.23%
408XX	Technology Fees	185,938.00	82,152.53	103,785.47	44.18%
405-407XX, 409XX	Other Student Fees	128,591.00	35,808.09	92,782.91	27.85%
416XX	Grants and Contracts from Counties	582,800.00		582,800.00	0.00%
42110	FCSPF-General Revenue	12,162,902.00	2,027,150.00	10,135,752.00	16.67%
4215X	Performance Based Incentive	1,558,109.00	235,518.00	1,322,591.00	15.12%
42210	CO&DS Entitlement	1,100.00		1,100.00	0.00%
42610	FCSPF-Lottery	3,803,945.00		3,803,945.00	0.00%
429XX, 439XX	Indirect Costs Recovered	92,750.00	4,656.51	88,093.49	5.02%
441-44400	Cash/Non-Cash Contributions and Gifts	14,000.00		14,000.00	0.00%
46400	Use of College Facilities	100,000.00	8,192.67	91,807.33	8.19%
466XX, 467XX	Other Sales and Services	269,131.00	4,257.01	264,873.99	1.58%
48100	Interest and Dividends	10,000.00	143.51	9,856.49	1.44%
487XX, 489XX	Fines and Penalties/Miscellaneous	117,255.00	6,869.27	110,385.73	5.86%
49XXX	Transfers and Other Revenues	200,000.00	237.36	199,762.64	0.12%
	<b>Total Revenue</b>	<b>\$ 23,926,004.00</b>	<b>\$ 4,660,779.07</b>	<b>\$ 19,265,224.93</b>	<b>19.48%</b>
51XXX	Management	1,825,560.00	315,988.22	1,509,571.78	17.31%
52XXX	Instructional	4,810,220.00	472,874.74	4,337,345.26	9.83%
53XXX	Other Professional	2,748,874.00	489,799.39	2,259,074.61	17.82%
54XXX	Career Staff	2,457,549.00	396,723.11	2,060,825.89	16.14%
56XXX	Other Professional-Instructional	1,438,924.00	88,453.73	1,350,470.27	6.15%
57XXX	Other Professional-Tech/Clerical/Trade	156,599.00	11,612.09	144,986.91	7.42%
58XXX	Student Employment	25,000.00		25,000.00	0.00%
585XX	Employees Awards	328,039.00		328,039.00	0.00%
59XXX	Benefits	4,394,526.00	565,073.80	3,829,452.20	12.86%
	<b>Total Personnel</b>	<b>\$ 18,185,291.00</b>	<b>\$ 2,340,525.08</b>	<b>\$ 15,844,765.92</b>	<b>12.87%</b>
605XX	Travel	288,020.00	20,429.93	267,590.07	7.09%
61000	Freight and Postage	18,245.00	10,117.29	8,127.71	55.45%
615XX	Telecommunications	61,715.00	11,266.15	50,448.85	18.26%
62000	Printing	34,215.00	9,700.77	24,514.23	28.35%
625XX	Repairs and Maintenance	1,048,045.00	246,515.47	801,529.53	23.52%
63000	Rentals	156,570.00	4,741.62	151,828.38	3.03%
635XX, 637XX	Insurance	388,750.00	5,801.15	382,948.85	1.49%
640XX	Utilities	1,455,175.00	265,302.10	1,189,872.90	18.23%
645XX	Other Services	816,394.00	156,530.51	659,863.49	19.17%
64700	Grant Aid	2,280.00	50.00	2,230.00	2.19%
650XX	Professional Fees	196,530.00	14,167.02	182,362.98	7.21%
655XX	Education Office/Dept Material Supp	686,948.00	134,851.28	552,096.72	19.63%
657XX	Data Software	21,750.00	17,539.84	4,210.16	80.64%
66000	Maint/Construction Material/Supp	323,645.00	38,906.62	284,738.38	12.02%
665XX	Other Materials and Supplies	137,830.00	11,431.89	126,398.11	8.29%
670XX	Subscriptions/Library	51,635.00	11,926.28	39,708.72	23.10%
675XX	Purchases for Resale	45,075.00	1,801.03	43,273.97	4.00%
680XX	Scholarships	45,500.00	9,291.00	36,209.00	20.42%
69XXX	Transfers and Other Expenses	125,000.00	5,742.89	119,257.11	4.59%
	<b>Total Current Expenses</b>	<b>\$ 5,903,322.00</b>	<b>\$ 976,112.84</b>	<b>\$ 4,927,209.16</b>	<b>16.53%</b>
706XX	Minor Equipment >1000<5000	75,000.00		75,000.00	0.00%
71000	Furniture and Equipment	419,997.00		419,997.00	0.00%
	<b>Total Capital Outlay</b>	<b>\$ 494,997.00</b>	<b>\$ -</b>	<b>\$ 494,997.00</b>	<b>0.00%</b>



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: SEPTEMBER 19, 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 August 2018 meeting of the College District Board of Trustees. The included dates are August 8, 2018 to September 4, 2018. The total amount reported is **\$4,800.00**.

II. **Foundation Update**

- First Generation Scholarship Recipient
- Sebring Sunrise Rotary Presentation and Donation
- Alumni Association
- Retiree Luncheon

**South Florida State College Foundation, Inc**  
**Gift Summary Report 8/8/18 - 9/4/18**

<b>Fund ID</b>	<b>Fund Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Stocks/Other</b>	<b>Total</b>
5019	Sebring Sunrise Rotary Scholarship	1	\$500.00	\$0.00	\$500.00
5110	Highlands County Bar Assoc. Scholarship	1	\$50.00	\$0.00	\$50.00
5158	TSIC Scholarships	5	\$3,250.00	\$0.00	\$3,250.00
6005	Partnership Project	1	\$1,000.00	\$0.00	\$1,000.00
	<b>Grand Totals:</b>	<b>8</b>	<b>\$4,800.00</b>	<b>\$0.00</b>	<b>\$4,800.00</b>
	8 Gift(s) listed				
	7 Donor(s) listed				



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: SEPTEMBER 19, 2018

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

SUBJECT: GRANTS DEVELOPMENT

**Proposals in Development**

**Title:** Health Sciences Educational Technology Enhancement

**Source:** Highlands County Health Services

**Amount:** \$15,000

**Description:** SFSC Divisions of Health Sciences and Applied Sciences and Technologies are requesting funding to purchase educational technology that will enhance instructional capabilities in the Nursing, Radiography, and EMT/Paramedic programs.