



**SFSC
District Board of Trustees
Regular Meeting
December 5, 2018**

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

**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**

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: DECEMBER 5, 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 December 5, 2018 be adopted.

SUGGESTED MOTION:

**Move to adopt the agenda of the regular meeting of
December 5, 2018 as presented.**

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
DECEMBER 5, 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 – October 31, 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
 - 4.1 Florida Blue Scholarship Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Grant Awards
 - 5.2.1 Jobs for Regional Advancement: Three Approaches to Prosperity
\$2,296,895
 - 5.3 Agreements and Contracts
 - 5.3.1 Training Agreement – Sebring Senior Living, Inc. (DBA The Palms of Sebring)
 - 5.3.2 Training Agreement – Lake Wales Medical Center
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
 - 6.1 Land Exchange
 - 6.2 Policy Revision
 - 6.2.1 Policy 1.07 Alcohol and Drug-Free Campus and Workplace
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
- 8.0 Other Action Items
 - 8.1 Mission Statement Affirmation
 - 8.2 Strategic Plan Approval
 - 8.3 Board Policy Review
- 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: DECEMBER 5, 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: MINUTES – REGULAR MEETING – OCTOBER 31, 2018

It is recommended that the minutes of the regular meeting held October 31, 2018 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:

Move to approve the minutes of the October 31, 2018 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 31, 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

Staff Present:	Mrs. Jamie Bateman	Mr. Erik Christensen	Ms. Magdalisse Castillo
	Mrs. Lauren Earley	Dr. Robert Flores	Ms. Cindy Garren
	Mrs. Courtney Green	Dr. Michele Heston	Mr. Antonio James
	Mr. Don Kesterson	Mrs. Melissa Kuehnle	Ms. Melissa Lee
	Mr. Glenn Little	Mrs. Asena Mott	Mr. Jonathan Stern
	Dr. Michaela Tomova	Dr. Sidney Valentine	Dr. Chris van der Kaay
	Mrs. June Weyrauch	Dr. Tim Wise	

Excused: Mrs. Ashley Bennett

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

The regular meeting of the District Board of Trustees was called to order at 1:00 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 Mr. Wright, to adopt the agenda of the regular meeting held October 31, 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. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held September 19, 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.**

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed. No changes were recommended.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**2.1 New Employee Introductions**

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Magdalisse Castillo	Coordinator, Student Success and Transition Coach	Courtney Green	07/01/18
Antonio James	Program Specialist, Panther Youth Partners	Courtney Green	07/09/18
Jonathan Stern	Registrar	Timothy Wise	10/15/18

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 administrative; full-time professional; full-time career services staff; retirements; adjunct faculty 2018-19 academic year as needed.

(EXHIBIT "A")

5.2 Grant Awards**5.2.1 Rise to 55**

Higher Education Coordinating Council \$ 2,000

5.2.2 Health Sciences Educational Technology Enhancement

Highlands County Health Services \$ 15,000

5.3 Agreements and Contracts

5.3.1 Approved a new affiliation agreement between Heartland Pediatric Associates and South Florida State College as presented.

(EXHIBIT "B")

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 September 2018.

(EXHIBIT "C")

5.4.2 Property Donation

Approved the donation of a 2000 Thomas Built Bus from the Highlands County School Board for the use of College's CDL program.

(EXHIBIT "D")

5.4.3 Property Deletion

Approved the disposal of College property presented.

(EXHIBIT "E")

Mr. Lambert made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.4.3 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

6.1 Policy Development

6.1.1 Policy 1.07 Alcohol and Drug-Free Campus and Workplace

Dr. Leitzel presented for discussion proposed changes to Policy 1.07 Alcohol and Drug-Free Campus and Workplace. *(EXHIBIT "F")*

Mrs. Rider shared her position for the record stating that she was not in favor of the amendment to Policy 1.07. Mr. Bryan asked to review the changes to current Procedure 1070 with Dr. Leitzel for due diligence.

Mr. Wright made a motion, seconded by Mrs. Puckorius, to approve the revisions to current DBOT Policy 1.07 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, and Mr. Wright; Opposed was Mrs. Kris Rider. **Motion carried by majority vote.**

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

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

Dr. Valentine asked Dr. Heston to present the proposed Associate in Science Degree and College Credit Certificate in Health Services Management and Health Care Services. Dr. Heston gave a brief background on the proposed courses. Dr. Heston informed the Board that she had input on the need for the program from various medical practitioners including Dr. Kirschner. Dr. Kirschner stated there is a substantial need for these courses for his practice and many others.

Mr. Wright made a motion, seconded by Dr. Kirschner, to approve the curriculum proposals 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.**

7.2 Fee Proposals

Dr. Valentine presented the fee proposals. Dr. Valentine and Dr. Heston addressed questions from the Board. Dr. Valentine shared with the Board that the fee proposals were properly noticed on the college website and in the newspaper as required. *(EXHIBIT "H")*

Mrs. Rider made a motion, seconded by Mr. Lambert, to approve the fee proposals 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.**

8.0 PURCHASING AND OTHER ACTION ITEMS

None

9.0 REPORTS

9.1 Financial Report

Ms. Lee reported on the financial graphs and a summary of revenue and expenditures compared to budgeted funds within the Operating Budget through September 2018. Mr. Little stated that monthly reports were sent to Mrs. Puckorius and he thanked her for reviewing them.

(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 **\$32,711.08** from September 5 through October 15, 2018. Mrs. Bateman announced that Ms. Irene Castanon was recently recognized by the TSIC State Office for her fifteen years of service with Take Stock. Mrs. Bateman recognized and congratulated the Take Stock staff for earning Gold status. She reported TSIC has received a mini grant of \$5,000 from the state office from the Board of Governors in an attempt to help increase college completion rates to 95% within five years. This grant has been offered to all TSIC programs within the state. The funds can be used for anything that can be associated with assisting a student, except salaries. Mrs. Bateman stated the third Retiree Luncheon will be held November 1, with Ms. Megan Stepe as the guest speaker. Mrs. Bateman thanked Mr. Backer for attending the Alumni Association Lunch Bunches. She reported that one of our DeSoto alums works with the National Guard and has a passion to assist returning soldiers get an education and utilize their benefits. He is currently working with our alumni chair and Veteran's Counselor Specialist to gather more information. Mrs. Bateman shared the Foundation sponsored a recent YMCA 5k Color Run in Hardee. Mrs. Bateman informed the Board that monthly newsletters will continue and that she is receiving responses from them. Mrs. Bateman announced Giving Tuesday will be on November 27 and the goal for the Partnership Project is \$5,000 again. Mrs. Bateman reported on a Student Engagement Planning initiative. She will be working with the Alumni Chair and SGA representative on promoting Alumni Association at Club Rush in January. The Foundation will attend SGA meetings to get current students to sign up and receive information about Alumni Association. She stated following spring break, a class campaign challenge will roll out, where the graduating class of 2019 will compete against graduating class 2020 to see who can raise the amount of their graduation year. The Foundation's intentions are to get students involved before graduating which will encourage them to stay connected to SFSC after graduation. Mrs. Bateman highlighted upcoming Foundation events. She informed the Board that the Foundation Board will be participating in a workshop dedicated to identifying ways to encourage giving to the Partnership Project.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 10/31/18. He gave a brief description of the grants.

II. Proposals in Development

A. Retired and Senior Volunteer Program (R.S.V.P.)

Corporation for National and Community Service	\$ 44,534
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III. Submitted Proposals

A. Soft Skills Accelerator

CareerSource Florida	\$ 88,955
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9.4 President's Report

Dr. Leitzel reported on the following various items.

1. Thanked Mrs. Weyrauch for assisting with the DBOT meeting and taking minutes in Mrs. Bennett's absence. He thanked Mrs. Earley for helping with technology. He asked to keep Mrs. Bennett and her family in our prayers as they deal with family health issues.
2. Highlighted: First Responders Showcase held on October 6 and Heartland Living Magazine article on SFSC Performing Arts.
3. COP Update: Dr. Leitzel gave a brief update from his last COP meeting.
4. Legislative Issues: Dr. Leitzel reported on Legislative update/preview on the following issues, fund balance carry forward, capital project spending and direct support organizations. Dr. Leitzel distributed Legislative Budget Request handout.
5. Shared CRC Amendment 7 was removed from the November ballot on September 7. Supreme Court ruling on October 17, Amendment 7 back on ballot. Dr. Leitzel distributed a sample Amendment 7 ballot and gave a brief description of Amendment 7.
6. Shared naming the location of the Tower of Enlightenment with Board. After a brief discussion regarding DBOT Policy 7.10, Dr. Leitzel requested the Board to consider naming the circle surrounding the Tower of Enlightenment, "The Tower of Enlightenment Circle" or "Enlightenment Circle." **Mrs. Rider made a motion, seconded by Mr. Backer, to informally name the traffic circle surrounding the Tower of Enlightenment "Enlightenment Circle" 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.**
7. December Annual Planning Meeting: Dr. Leitzel informed Board the Annual Planning Meeting will be held on December 5, beginning at 10 am. He shared the tentative agenda will focus on routine items including: the Core Indicators Report, Destination 2023 (Strategic Plan). He asked if the Board would consider a discussion of SACSCOC 4.2g Board Self-Evaluation. The Board agreed that the December Planning Meeting would be an ideal time to discuss this important item. Dr. Leitzel gave a brief explanation of the Board Self-Evaluation as SACSCOC defines it.
8. Shared SACSCOC news. Dr. Leitzel informed the Board that SACSCOC officials asked SFSC to provide a copy of its Fifth-Year Interim Report in the resource room at the SACSCOC annual meeting in December due to our Fifth-Year Interim Report receiving exemplary reviews by the SACSCOC Board.
9. Student Loan Default Update/News: Dr. Leitzel asked Dr. Wise to give a brief report. Dr. Wise distributed a handout and presented to the Board. Dr. Wise addressed questions from the Board.
10. ACCT Leadership Congress: Dr. Leitzel shared the he, Mrs. Cullens, Mr. Backer and Mrs. Rider attended the conference in New York. He gave a brief report on the conference.
11. Upcoming Events: December DBOT Planning Meeting – December 5; Holiday Luncheon – December 12; Fall Commencement – December 13.
12. Governor's Job Growth Grant Funds: Dr. Leitzel gave a brief background story on Ms. Cissy Proctor at the DEO Summit Meeting held in Highlands County on July 11. He informed the Board that his office received notification from the Governor's office that the college will receive \$2.3 million in funding for the Job Growth Grant.

9.5 Board Attorney's Report

Mrs. Karlson stated no report. She wished everyone a Happy Halloween.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer stated he enjoyed the ACCT Leadership Congress conference. He shared he attended a Conceal Carry presentation while there.

Dr. Kirschner complimented Dr. Heston on putting together an excellent program. He stated there is a great need in the medical field.

Mr. Lambert stated no report.

Mrs. Rider shared she attended an excellent conference presented by Imperial Valley College at the ACCT Leadership Congress conference. They presented on Correctional Educational Services.

Mr. Bryan stated no report.

Mr. Wright reported on an individual who inquired about playing baseball here at SFSC. Mr. Wright stated that Coach Hitt responded to the inquiring student with integrity.

9.7 Board Chair Report

Mrs. Cullens reported on statistics from Cuny City Colleges of New York about students in low income households. She thanked everyone for being here today and wished them a blessed thanksgiving with family.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:08 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: DECEMBER 5, 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

DECEMBER 2018	JANUARY 2019	FEBRUARY 2019
<p>5 Board Meeting, 1 PM Highlands Campus</p> <p>Planning Workshop, 10 AM Highlands Campus</p> <p>6 Foundation Christmas Luncheon, 12PM Jacaranda Hotel</p> <p>12 Holiday Luncheon, 11 AM Highlands Campus</p> <p>13 Fall Commencement</p>	<p>17-20 Million Dollar Hole in One Shoot-Out</p> <p>23 Board Meeting, 1 PM Highlands Campus</p>	<p>10-13 ACCT National Legislative Summit, Washington, DC</p> <p>20 Board Meeting, 1 PM Highlands Campus</p>
MARCH 2019	APRIL 2019	MAY 2019
<p>13-15 Trustees Legislative Conference, Tallahassee</p> <p>27 Board Meeting, 1 PM Highlands Campus</p>	<p>24 Board Meeting, 1 PM Highlands Campus</p>	<p>2 Spring Commencement</p> <p>22 Board Meeting, 1 PM Highlands Campus</p> <p>Budget Workshop, 10 AM Highlands Campus</p>
JUNE 2019	JULY 2019	AUGUST 2019
<p>26 Board Meeting, 1 PM Highlands Campus</p>	<p>17 Board Meeting, 1 PM Highlands Campus</p>	<p>21 * Board Meeting, 1 PM Highlands Campus</p>
SEPTEMBER 2019	OCTOBER 2019	NOVEMBER 2019
<p>18 * Board Meeting, 1 PM Highlands Campus</p>	<p>23 * Board Meeting, 1 PM Highlands Campus</p>	<p>27 * No Board Meeting</p>

New Addition

Tentative *

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: DECEMBER 5, 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 placed next to the name Thomas C. Leitzel.

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Dr. Mahmood Azhar	Lead Instructor, Engineering	Erik Christensen	08/13/18
Ralph Bates	Coordinator, Welding	Thomas Bush	08/13/18
Adam Brown	Lead Maintenance, Lake Placid Center	Robert Flores	08/01/18

3.0 *Public Comment*

4.0 Presentations



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: DECEMBER 5, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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SUBJECT: FLORIDA BLUE SCHOLARSHIP

The Florida College System Foundation awards more than \$1 million in scholarships to benefit first-generation students and students pursuing careers in health care. South Florida State College will be awarding 25 students from the dental, nursing, and radiography programs with Blue Cross Blue Shield scholarships totaling \$21,742.

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: DECEMBER 5, 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 placed next to the name 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.

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

	CONSENT AGENDA ACTION ITEMS	Page
5.1	Personnel Actions	22
5.2	Grant Awards	24
	5.2.1 Jobs for Regional Advancement: Three Approaches to Prosperity - \$2,296,895	
5.3	Agreements and Contracts	25
	5.3.1 Training Agreement – Sebring Senior Living, Inc. (DBA The Palms of Sebring)	
	5.3.2 Training Agreement – Lakes Wales Medical Center	
5.4	Operating Actions	27
	5.4.1 Monthly Accounts Payable & Payroll Check Register	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: DECEMBER 5, 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: 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>
Manalo, Kamille	Coordinator, Panther Youth Partners	11/01/18

II. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Nance, Joseph	General Maintenance	11/01/18
Oeschle, Craig	Specialized Maintenance	11/01/18
Welker, James*	Specialized Maintenance, Technical Support	11/01/18
Clack, Amy	Custodian	11/12/18
Carroll, Kelli	Office Manager, Dual Enrollment and Advising	12/03/18

*Transferred from Event Technician (PT) position

III. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Foote, Joanne	Professor, Nursing	01/03/19

IV. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
MacNeill, Kathleen	Instructor, Nursing	01/04/19

V. TERMINATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Craig, Bianca	Cashier I	10/31/18

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: DECEMBER 5, 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: GRANT AWARD – JOBS FOR REGIONAL ADVANCEMENT: THREE
APPROACHES TO PROSPERITY

Title: Jobs for Regional Advancement: Three Approaches to Prosperity

Source: Florida's Job Growth Grant Program

Amount: \$2,296,895

Description: Funds have been awarded for a three-fold purpose: (1) begin non-credit building construction programs, (2) expand the number of Mechatronics teaching stations available in the electrical and mechanical labs, and (3) continue the development of the Electronics Warfare pathway option to accompany Mechatronics.

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: DECEMBER 5, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING AGREEMENT – SEBRING SENIOR LIVING, INC (DBA THE PALMS OF SEBRING)

Approval is requested to renew the training provider agreement between Sebring Senior Living, Inc (DBA The Palms of Sebring) 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 training agreement between Sebring Senior Living, Inc. (DBA The Palms of Sebring) and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: DECEMBER 5, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING AGREEMENT – LAKE WALES MEDICAL CENTER

Approval is requested to **renew** the training provider agreement between Lake Wales Medical Center 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 training agreement between Lake Wales Medical Center and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: DECEMBER 5, 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 October 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.

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	1567	\$1,981,142.53	144	1,106,405.27	611	\$172,150.74	2322	\$3,259,698.54
Oct	425	\$739,201.82	173	791,067.38	664	\$156,321.93	1262	\$1,686,591.13
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	2701	\$3,822,043.31	561	\$3,660,021.97	2265	\$686,975.31	5527	\$8,169,040.59

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	12	\$23,160.58	433	\$890,358.06			445	\$913,518.64
Oct	14	\$22,774.67	474	\$884,720.51			488	\$907,495.18
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	66	\$109,806.05	1795	\$3,476,213.40			1861	\$3,586,019.45

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	2,322	3,259,698.54	\$6,482,449.46
October	1,479	2,510,835.52	\$7,565,426.90	1,262	1,686,591.13	\$8,169,040.59
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		5,527	\$8,169,040.59	

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	445	913,518.64	\$2,678,524.27
October	462	869,525.05	\$3,409,029.27	488	907,495.18	\$3,586,019.45
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		1861	\$3,586,019.45	

6.0 Planning and Policy Issues



OFFICE OF THE PRESIDENT

Item 6.1

PRESENT TO BOARD: DECEMBER 5, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

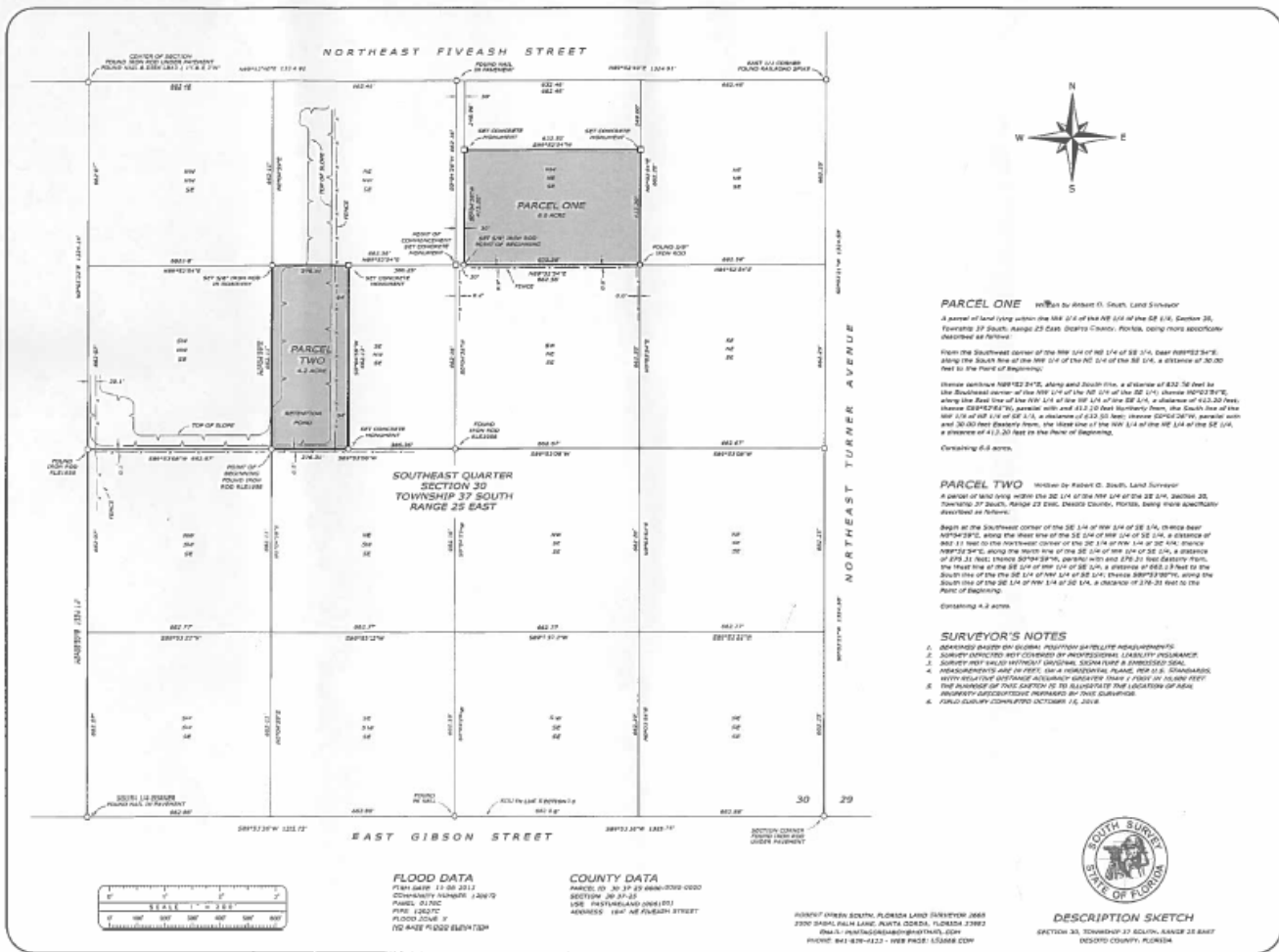
A handwritten signature in blue ink, appearing to read "Tom", is written over the name Thomas C. Leitzel.

SUBJECT: LAND EXCHANGE

Attached is the survey prepared to illustrate and define the recommended exchange of property between SFSC and Mr. Brian Schaper at our DeSoto Campus. Mr. Schaper is planning to develop and open an upscale recreational vehicle park on the property previously developed by the U.S. Army Corps of Engineers and FEMA to house those needing shelter following the destruction caused by Hurricane Charley in 2004. When developing the site, a portion of the College's 40 acre parcel, identified as Parcel Two on the attached survey, was used as a retention basin to provide storage for storm water runoff. This 4.2 acre parcel of land was never restored to original condition and is needed by Mr. Schaper to complete the planned RV park. Therefore, he proposed an exchange of land and has offered a six acre tract adjacent to the College property to the north, identified as Parcel One on the attached survey.

SUGGESTED MOTION:

Move to approve the exchange of land associated with the SFSC DeSoto Campus as presented.





OFFICE OF THE PRESIDENT

Item 6.2.1

PRESENT TO BOARD: DECEMBER 5, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

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

The District Board of Trustees took action on Policy 1.07 at its October meeting. Due to an oversight related to the proper public noticing of policy revisions, I am asking the Board to affirm their approval of the revisions to the 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 affirm the 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

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.

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 (5) 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.

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



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: DECEMBER 5, 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 placed over the name Thomas C. Leitzel.

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

I. PROGRAM MODIFICATIONS

Request approval to modify both AS nursing program structures by reducing term segments to align spring graduation with peer institutions, evenly distribute credits per term to assist students with financial aid and time management, add "Selected Topics" course to prepare students for licensure and transition to practice, and streamline programs for better flow and modernization; no program length changes:

- **Nursing (Generic-RN) AS Degree #1550** – effective Spring 2019 (201920)
 - Delete NUR 1141C Pharmacology (2 credits) – content merged with NUR 1020C Fundamentals of Nursing
 - Delete NUR 2005L Nursing Assessment Skills Lab (2 credits) – content merged with NUR 2209C Medical-Surgical Nursing for Adults and Children II
 - Change NUR 1020C Foundations of Nursing from 6 to 9 credits
 - Change NUR 2209C Medical-Surgical Nursing for Adults and Children II from 9 to 10 credits
 - Change NUR 2404C Nursing Care of Parents and Infants from 4 to 3 credits
 - Change NUR 2502C Nursing Care for Community and Mental Health from 5 to 3 credits
 - Change NUR 2801C Nursing Practicum from 5 to 6 credits
 - Add NUR 2931 Special Topics in Nursing (2 credits) to Second Fall Term
 - Move NUR 2801C Nursing Practicum from Second Summer Term to Second Spring Term
- **Nursing (Transition-LPN to RN) AS Degree #1560** – effective Summer 2019 (201930)
 - Delete NUR 2005L Nursing Assessment Skills Lab (2 credits) – merged with content of NUR 2209C Medical-Surgical Nursing for Adults and Children II
 - Change NUR 2003C Nursing Transition from 7 to 8 credits
 - Change NUR 2209C Medical-Surgical Nursing for Adults and Children II from 9 to 10 credits
 - Change NUR 2404C Nursing Care of Parents and Infants from 4 to 3 credits
 - Change NUR 2502C Nursing Care for Community and Mental Health from 5 to 3 credits
 - Change NUR 2801C Nursing Practicum from 5 to 6 credits

- Add NUR 2931 Special Topics in Nursing (2 credits) to Fall Term
- Move Humanities Elective from Spring to Fall Term
- Move NUR 2801C Nursing Practicum from Second Summer Term to Spring Term

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: DECEMBER 5, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SFSC MISSION STATEMENT AFFIRMATION

According to The Principles of Accreditation set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Section 4: Governing Board, the “governing board ensures the regular review of the institution’s mission” (p.13). Section 2: Mission, requires the College to have “a clearly defined, comprehensive and published mission statement that is specific to the institution and appropriate for higher education. The mission addresses teaching and learning and, where applicable, research and public service” (p.11).

SUGGESTED MOTION:

Move to affirm the South Florida State College Mission Statement as presented.

Mission Statement

The function of our organization

South Florida State College is an open-access, higher education institution dedicated to providing a learning-centered environment through quality programs, training, and services. Working in partnership with organizations and communities, the college provides leadership and a comprehensive range of opportunities for the educational, cultural, and economic development of the service district.

The college assists the people of its service district DeSoto, Hardee, and Highlands counties regardless of economic, social, or educational background to achieve success in:

- completing an associate degree in preparation for pursuing a baccalaureate or other professional degree or credential;
- completing a baccalaureate degree, associate degree, or certificate related to career and technical preparation to enter the workforce or to improve career circumstances;
- completing college preparatory programs of study including those leading to the high school diploma;
- obtaining basic skills in literacy, numeracy, and citizenship to prosper as a contributing member of society;
- gaining personal, cultural, and global awareness, appreciation, and understanding needed in a complex contemporary society;
- pursuing advanced academic preparation and credentials available through partnerships with colleges and universities; and
- participating in the social, cultural, environmental, and economic development of the communities served by the college.

We believe in the worth of each of our students and, through all of our educational programs and services, we seek to develop human potential and to create brighter futures.



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: DECEMBER 5, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SFSC STRATEGIC PLAN (2019-2023)

South Florida State College's (SFSC) strategic plan provides direction for prioritizing future initiatives, allocating limited resources, and providing a framework for implementing the college's mission, vision, and goals. The plan represents a multifaceted strategy developed by a wide cross-section of the college's faculty and staff with guidance and input from numerous stakeholders.

This plan is organized into six Strategic Initiatives, which are determined to be core functions for achieving the college vision and mission.

The proposed SFSC Strategic Plan, "Destination 2023", is presented to the SFSC District Board of Trustees for review, discussion, and approval.

SUGGESTED MOTION:

Move to approve the SFSC Strategic Plan as presented.



OFFICE OF THE PRESIDENT

Item 8.3

PRESENT TO BOARD: DECEMBER 5, 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: BOARD POLICY REVIEW

The District Board of Trustees directs the president to conduct a formal review of college policies every five years to include non-substantive modifications.

SUGGESTED MOTION:

Move to approve the Board Policy Review as presented.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: DECEMBER 5, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

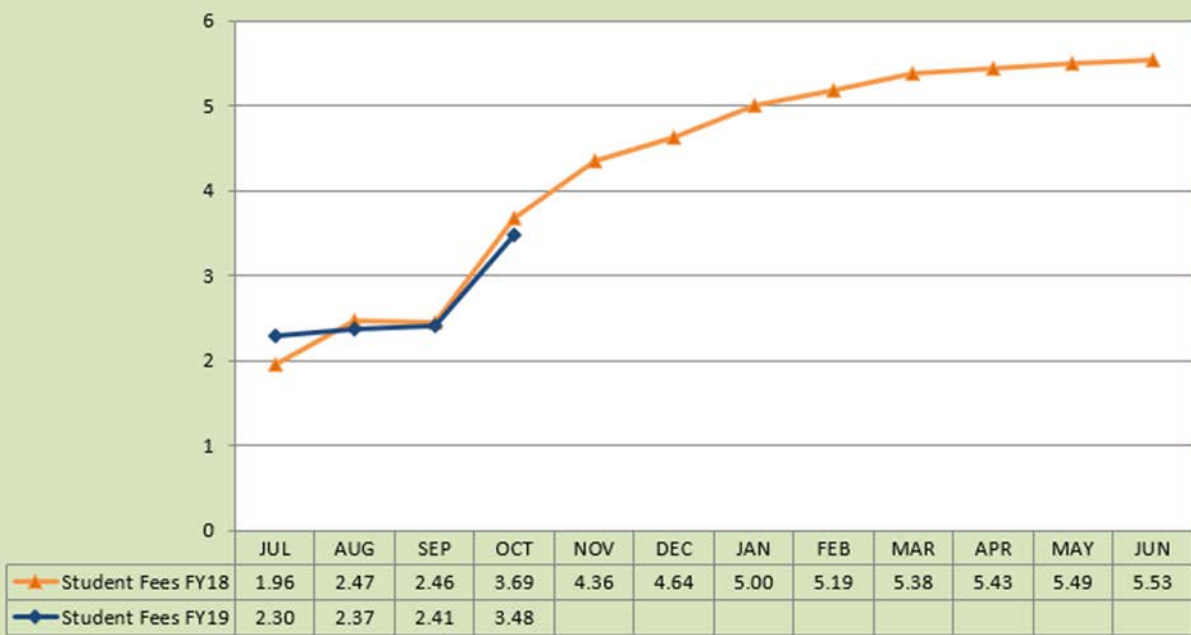
FROM: THOMAS C. LEITZEL

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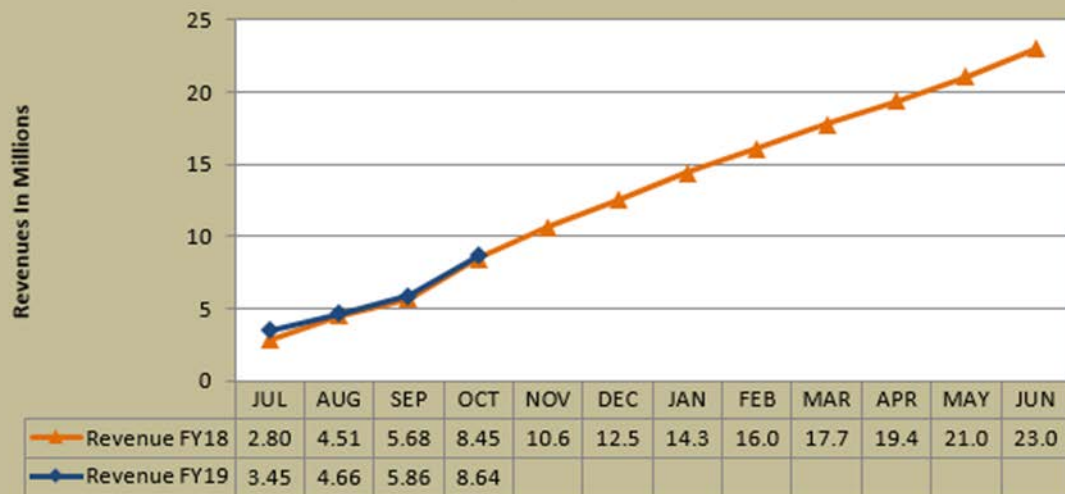
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

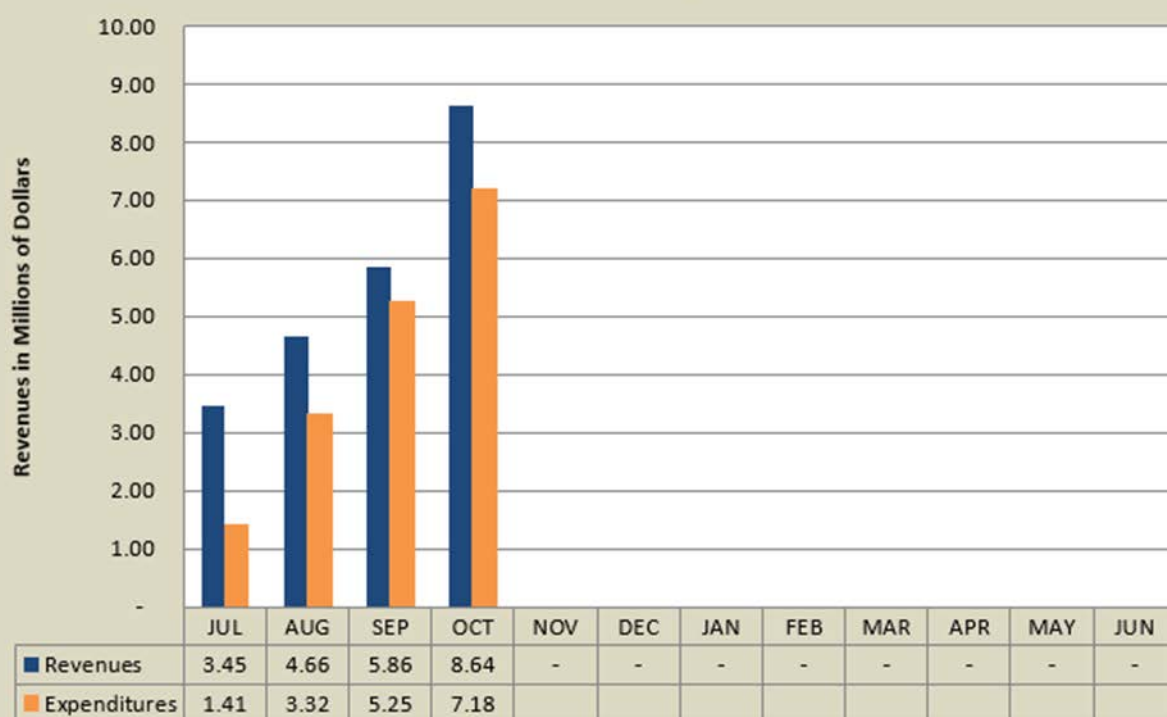
**South Florida State College
Fund 1 Student Fee Revenue, FY 18 vs FY 19**



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 October 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	3,065,722.54	1,144,647.46	72.81%
	404XX	Lab Fees	489,113.00	239,826.91	249,286.09	49.03%
	408XX	Technology Fees	185,938.00	121,752.77	64,185.23	65.48%
	405-407XX, 409XX	Other Student Fees	128,591.00	51,631.91	76,959.09	40.15%
	416XX	Grants and Contracts from Counties	582,800.00		582,800.00	0.00%
	42110	FCSPF-General Revenue	12,162,902.00	4,054,289.51	8,108,612.49	33.33%
	4215X	Performance Based Incentive	1,558,109.00	471,080.84	1,087,028.16	30.23%
	42210	CO&DS Entitlement	1,100.00		1,100.00	0.00%
	42610	FCSPF-Lottery	3,803,945.00	422,661.00	3,381,284.00	11.11%
	429XX, 439XX	Indirect Costs Recovered	92,750.00	25,650.53	67,099.47	27.66%
	441-44400	Cash/Non-Cash Contributions and Gifts	14,000.00	87.00	13,913.00	0.62%
	46400	Use of College Facilities	100,000.00	18,367.50	81,632.50	18.37%
	466XX, 467XX	Other Sales and Services	269,131.00	135,104.65	134,026.35	50.20%
	48100	Interest and Dividends	10,000.00	7,381.31	2,618.69	73.81%
	487XX, 489XX	Fines and Penalties/Miscellaneous	117,255.00	23,042.60	94,212.40	19.65%
	49XXX	Transfers and Other Revenues	200,000.00	248.49	199,751.51	0.12%
		Total Revenue	\$ 23,926,004.00	\$ 8,636,847.56	\$ 15,289,156.44	36.10%
	51XXX	Management	1,825,560.00	610,283.10	1,215,276.90	33.43%
	52XXX	Instructional	4,810,220.00	1,209,759.93	3,600,460.07	25.15%
	53XXX	Other Professional	2,748,874.00	938,857.08	1,810,016.92	34.15%
	54XXX	Career Staff	2,457,549.00	806,713.82	1,650,835.18	32.83%
	56XXX	Other Professional-Instructional	1,438,924.00	303,684.64	1,135,239.36	21.10%
	57XXX	Other Professional-Tech/Clerical/Trade	156,599.00	37,111.56	119,487.44	23.70%
	58XXX	Student Employment	25,000.00	1,482.94	23,517.06	5.93%
	585XX	Employees Awards	328,039.00		328,039.00	0.00%
	59XXX	Benefits	4,394,526.00	1,207,724.59	3,186,801.41	27.48%
		Total Personnel	\$ 18,185,291.00	\$ 5,115,617.66	\$ 13,069,673.34	28.13%
	605XX	Travel	288,020.00	64,619.64	223,400.36	22.44%
	61000	Freight and Postage	18,245.00	8,901.97	9,343.03	48.79%
	615XX	Telecommunications	61,715.00	17,283.07	44,431.93	28.00%
	62000	Printing	34,215.00	14,132.17	20,082.83	41.30%
	625XX	Repairs and Maintenance	1,048,045.00	445,475.47	602,569.53	42.51%
	63000	Rentals	156,570.00	57,730.86	98,839.14	36.87%
	635XX, 637XX	Insurance	388,750.00	34,823.15	353,926.85	8.96%
	640XX	Utilities	1,455,175.00	554,751.62	900,423.38	38.12%
	645XX	Other Services	816,394.00	282,744.09	533,649.91	34.63%
	64700	Grant Aid	2,280.00	3,551.06	(1,271.06)	155.75%
	650XX	Professional Fees	196,530.00	38,097.02	158,432.98	19.38%
	655XX	Education Office/Dept Material Supp	686,948.00	237,338.46	449,609.54	34.55%
	657XX	Data Software	21,750.00	24,784.84	(3,034.84)	113.95%
	66000	Maint/Construction Material/Supp	323,645.00	93,210.18	230,434.82	28.80%
	665XX	Other Materials and Supplies	137,830.00	26,531.11	111,298.89	19.25%
	670XX	Subscriptions/Library	51,635.00	17,677.80	33,957.20	34.24%
	675XX	Purchases for Resale	45,075.00	8,740.14	36,334.86	19.39%
	680XX	Scholarships	45,500.00	16,444.50	29,055.50	36.14%
	69XXX	Transfers and Other Expenses	125,000.00	11,977.62	113,022.38	9.58%
		Total Current Expenses	\$ 5,903,322.00	\$ 1,958,814.77	\$ 3,944,507.23	33.18%
	706XX	Minor Equipment >1000<5000	75,000.00	7,711.69	67,288.31	10.28%
	71000	Furniture and Equipment	419,997.00	95,308.50	324,688.50	22.69%
		Total Capital Outlay	\$ 494,997.00	\$ 103,020.19	\$ 391,976.81	20.81%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: DECEMBER 5, 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 placed next to the name 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 October 2018 meeting of the College District Board of Trustees. The included dates are October 16, 2018 to November 13, 2018. The total amount reported is **\$42,318.20**.

II. Foundation Update

- TSIC Leaders 4 Life Announcement
- Highlands County Health Facilities Authority
- Giving Tuesday
- Jacaranda Jubilee
- Sun 'n Lakes Coffee & Conversations

South Florida State College Foundation, Inc					
Gift Summary Report 10/16/18 - 11/13/18					
Fund ID	Fund Description	# Gifts	Cash	Pledges	Total
1000	Unrestricted	46	\$1,081.00	\$1,440.00	\$2,521.00
2000	Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$6.00
3021	Highlands Health Services Grant	1	\$15,000.00	\$0.00	\$15,000.00
5011	SFSC General Scholarship	7	\$111.00	\$0.00	\$111.00
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.50
5031	SFSC Community Fund	4	\$58.70	\$0.00	\$58.70
5032	SFSC Library Donations	3	\$35.00	\$0.00	\$35.00
5045	Athletic Booster Club	2	\$30.00	\$0.00	\$30.00
5058	Take Stock In Children - Ops	1	\$10.00	\$0.00	\$10.00
5095	Dental Programs	2	\$17,025.00	\$0.00	\$17,025.00
5110	Highlands County Bar Assoc. S'ship	7	\$1,825.00	\$5,000.00	\$6,825.00
5158	TSIC Scholarships	8	\$91.00	\$0.00	\$91.00
6005	Partnership Project	11	\$560.00	\$0.00	\$560.00
6010	STEM Endowment	2	\$45.00	\$0.00	\$45.00
	Grand Totals:	96	\$35,878.20	\$6,440.00	\$42,318.20
	96 Gift(s) listed				
	80 Donor(s) listed				



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: DECEMBER 5, 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 placed over the name Thomas C. Leitzel.

SUBJECT: GRANTS DEVELOPMENT

Submitted Proposals

Title: Retired and Senior Volunteer Program (R.S.V.P.)
Source: Corporation for National and Community Service
Amount: \$44,534
Description: Funds have been requested to continue the R.S.V.P. grant in the 2019-2020 academic year. R.S.V.P. actively engages senior adults throughout Highlands County in meaningful volunteerism to support local non-profit organizations and improve quality of life for local elderly and high-need residents.

Title: Matinee Series Advertising
Source: Highlands County Tourist Development Council
Amount: \$1,000
Description: Funds have been requested to assist with out-of-county advertising expenses for the 2019 matinee series performances.

Title: Special Event – Country Music Artist, Sara Evans
Source: Highlands County Tourist Development Council
Amount: \$1,000
Description: Funds have been requested to assist with out-of-county advertising expenses.

Title: Special Event - The Price is Right Live
Source: Highlands County Tourist Development Council
Amount: \$1,000
Description: Funds have been requested to assist with out-of-county advertising expenses.