



**SFSC
District Board of Trustees
Regular Meeting
October 1, 2014**

**Highlands Campus
6:00 p.m.**

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

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: OCTOBER 1, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of October 1, 2014 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of October 1, 2014 as presented.

AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
OCTOBER 1, 2014
6:00 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 27, 2014
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
 - 2.2 Employee Retirement
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.3 Grant Applications
 - 5.3.1 Children's Theater Series - \$10,000
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Payment Summary
 - 5.4.2 Donation – Laptop Computers
 - 5.4.3 Property Deletion & Disposal
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
 - 7.2 Fee Proposal
- 8.0 Purchasing and Other Action Items
 - 8.1 Student Fee Changes
- 9.0 Reports
 - 9.1 Facilities Report
 - 9.2 Resource Development Report
 - 9.3 Financial 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

PRESENT TO BOARD: OCTOBER 1, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – AUGUST 27, 2014

It is recommended that the minutes of the regular meeting held August 27, 2014 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the August 27, 2014 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
AUGUST 27, 2014**

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

Staff Present:

Mr. Don Appelquist	Dr. Kimberly Batty-Herbert	Mr. Kevin Brown
Mrs. Tammy Bush	Mrs. Suzanne Demers	Ms. Cindy Garren
Mrs. Susie Hale	Mrs. Anita Kovacs	Mrs. Deborah Latter
Mr. Glenn Little	Dr. Lindsay Lynch	Dr. Mike McLeod
Dr. Leana Revell	Mrs. Becky Sroda	Dr. Chris van der Kaay
Mrs. June Weyrauch	Dr. Tim Wise	Ms. Jane Hancock
Dr. Deborah Fuschetti	Mrs. Lorrie Key	Mrs. Debbie Gutierrez
Ms. Mirinda Arrington		

Others Present:

CALL TO ORDER

At 6:02 p.m., the regular meeting of the District Board of Trustees was called to order at the DeSoto Campus by Board Chair, Mr. Ken Lambert.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Backer made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held August 27, 2014 as recommended. 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

Mrs. Rider made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held July 23, 2014. 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 with no changes. Dr. Kirschner asked Administration to review the possibility of holding 2 meetings per year at the DeSoto and Hardee Campuses and the Lake Placid Center as in the past. Mrs. Demers,

director, DeSoto Campus mentioned that due to an increase in enrollment that the conference room would be more difficult to reserve for anything other than classes. Mrs. Crawford, director, Hardee Campus had already informed administration of this same challenge. Dr. Leitzel stated that information will be brought forward at the next meeting scheduled for October 1.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introduction

The following new employee was introduced:

Employee	Position	Supervisor	Hired
Mirinda Arrington	Staff Asst. I, DeSoto Campus	Suzanne Demers	05/12/14

3.0 PUBLIC COMMENT

No comment

4.0 CAMP ADVENTURE PRESENTATION

Mr. Kevin Brown, Dean, Applied Sciences and Technologies, introduced Mrs. Lorrie Key and Mrs. Deborah Gutierrez, who gave a presentation on the SFSC Camp Adventure Summer Program. The vision of the program is to offer a valuable and dependable child care service to parents for six weeks during the summer for children ages six to twelve.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, full-time professional staff; full-time career service staff; resignations/terminations; retirements; and adjunct faculty 2014-15, academic year as needed. *(EXHIBIT "A")*

5.2 Agreement and Contracts

5.2.1 Approved the renewal of a service agreement with the University of South Florida to serve as a fiscal agent for the Small Business Development Center housed on the Highlands campus as presented. *(EXHIBIT "B")*

5.2.2 Approved the renewal of a service agreement with CareerSource Heartland to function as a service provider in delivery of age-appropriate workforce development services to In-School and Out-of-School Youth as presented. *(EXHIBIT "C")*

5.3 Grant Applications

5.3.1 SIM Man for Nursing Program

The Lettie Pate Whitehead Foundation \$67,000

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register and summary through July 2014. *(EXHIBIT "D")*

5.4.2 Final Budget Amendment

Accepted the final budget amendment to the 2013-2014 budget as presented. *(EXHIBIT "E")*

5.4.3 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of \$16,085.08. *(EXHIBIT "F")*

Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to approve the Consent Agenda, Items 5.1 through 5.4.3 as presented. Mr. Bryan disclosed that he is a Board member of CareerSource Heartland. 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

7.1 Curriculum Proposals

Dr. Revell introduced curriculum proposals. *(EXHIBIT "G")*

Mr. Bryan made a motion, seconded by Mr. Backer, 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. Revell introduced fee proposals. *(EXHIBIT "H")*

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Full Grant Application – USDA Citrus Greening Proposal

Dr. Lynch and Mr. Brown presented on update on the USDA Citrus Greening project. Dr. Leitzel then asked for approval to submit and accept, if funded, the described grant proposal:

Title: **Citrus Production Systems: Using Advanced Technologies for Rapid Assessment of Disease Progression Rate and Effectiveness of Various Treatments in Controlling Citrus Greening**

Source: United States Department of Agriculture (Farm Bill)

Amount: To be Determined

Description: As a result of our successful preliminary proposal, about which we received notification on August 14, 2014, a full grant proposal will be submitted on or before September 29, 2014. Specific details on the nature of the research project and budget are yet to be determined; however, more up-to-date information will be presented at a future Board of Trustees meeting.

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to approve the submission and acceptance, if funded, of the described grant proposal. 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.**

8.2 RFP 15-01 Fire Training Facility

Vice President Little presented proposals for the engineering, design, fabrication, delivery, and construction of the custom live fire training tower facility Fire Fighting, Fire Science, and related public safety programs that will need a laboratory environment as we initiate new programs in early 2015. *(EXHIBIT "I")*

Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the acceptance of the bid in the amount of \$776,190 received from WHP Trainingtowers for RFP 15-01 Fire Training Facility 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.**

9.0 REPORTS

9.1 Graduation Satisfaction Survey

Dr. van der Kaay discussed the SFSC Graduate Satisfaction Survey Results: 2014. The survey was distributed to the trustees prior to the meeting for their review.

9.2 Facilities

No report was presented.

9.3 Resource Development

Mr. Appelquist reported on a recently funded grant and donations and pledges.

I. Grant Funded

A. Rural and Sparsely Populated

Carl D. Perkins

Florida Department of Education

\$88,600.80

II. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$52,934.86** from July 9, 2014 through August 15, 2014.

9.3 Financial Report

Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of June 2014 were presented as information items. *(EXHIBIT "J")*

9.4 President's Report

1. Dr. Leitzel thanked Mrs. Demers for hosting the meeting.
2. Dr. Leitzel thanked Mr. Wright for his work as Board Chair last year.
3. Dr. Leitzel announced that the college nominated Dr. Norman L. Stephens, Jr., President Emeritus, as a candidate to receive this year's Dr. James L. Wattenbarger award. The winner will be announced at the AFC Annual Convention, October 29-31, in Destin, FL.
4. Dr. Leitzel highlighted events that took place during Convocation 2014. He thanked Mr. Lambert for his presentation which was well-received. Dr. Leitzel also shared photos of employees who received service awards, and shared information for this year's students' welcome taking place at each of the campuses.

5. Dr. Leitzel shared campus updates that took place over the summer, including photos of the Building B welcome entrance, new entrance signage along College Drive on the Highlands Campus, and the updates made to the entrance of the Lake Placid Center.
6. Dr. Leitzel reported that he recently received information that the college's mobile app would be available at the beginning of September.
7. Dr. Leitzel reported that the college's new website would be available at the beginning of September.
8. Dr. Leitzel announced that the college's Automotive Technician program received a "midpoint compliance" report from the National Automotive Technicians Education Foundation (NATAEF) with zero recommendations. Our next review will take place in June 2017.
9. Dr. Leitzel announced that at the request of the Highlands County School Board the Career Academy's name was changed to Highlands Career Institute at SFSC.
10. Dr. Leitzel reported that the SFSC AFC Chapter had been challenged by Hick's Oil in Avon Park to participate in the ALS Ice Bucket Challenge. The event took place Monday, August 25 in the Highlands Campus.
11. Dr. Leitzel asked Ms. Garren to present a Cultural Arts update for the 2014-15 Season. She also distributed performance information to the trustees.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Dr. Kirschner stated no report.

Mr. Wright stated no report.

Mrs. Cullens stated no report.

Mr. Bryan stated no report.

Mrs. Rider thanked the trustees for electing her to serve as the 2014-15 DBOT Vice Chair at the July meeting.

9.7 Board Chair Report

Mr. Lambert thanked Dr. Leitzel for the SFSC Experience Orange mug that he gave to each of the trustees. He also reported that he had met with the audit team on August 20 for an audit briefing. The team was very complimentary of the college.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:26 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: OCTOBER 1, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REVIEW OF AGENDA MASTER CALENDAR

Information:

The Annual Board of Trustees Calendar identifies the activities, meetings, and issues directly affecting the Board throughout the year. Please review the calendar on page 19 and identify any additional items that should be listed, or any changes that might be necessary.

**District Board of Trustees
Agenda Master Calendar**

OCTOBER 2014	NOVEMBER 2014	DECEMBER 2014
<p>1 Board Meeting, 6 PM Highlands Campus</p> <p>23-25 ACCT Leadership Congress, Chicago, IL</p> <p>28 Division of Applied Sciences & Technologies and Division of Health Sciences Advisory Committees Meeting, 6 PM, Highlands Campus, Cafeteria</p> <p>29-31 Annual AFC Convention Destin, FL</p>	<p>5 Board Meeting, 6 PM Highlands Campus</p>	<p>1 Jacaranda Jubilee, SFSC Foundation, 6:30 PM</p> <p>10 Planning Workshop, 4 PM Followed by Board Meeting, 6 PM, Highlands Campus</p> <p>11 SFSC Foundation Christmas Luncheon, 12 PM, Jacaranda Hotel</p> <p>17 SFSC Employee Holiday Party, 11:30 AM Highlands Campus, Cafeteria</p> <p>18 SFSC Commencement</p>
JANUARY 2015	FEBRUARY 2015	MARCH 2015
<p>**Brick Sale Campaign Begins</p> <p>8 **College to Sponsor Sebring Chamber Luncheon</p> <p>28 Board Meeting, 6 PM Highlands Campus</p>	<p>2-3 Trustees Legislative Conference</p> <p>7 **Family Fun Day in DeSoto</p> <p>9-12 ACCT Nat'l Legislative Summit Washington, DC</p> <p>14 **Kickoff Celebration, Highlands Campus</p> <p>19 **Lifelong Learners Presidents' Forum</p> <p>25 Board Meeting, 6 PM Lake Placid Center</p>	<p>7 **5K & 50mi Bike Ride</p> <p>25 Board Meeting, 6 PM Highlands Campus</p>
APRIL 2015	MAY 2015	JUNE 2015
<p>22 Board Meeting, 6 PM Highlands Campus (Student Activities Presentation)</p> <p>25 SFSC Foundation Gala, 6 PM, Jacaranda Hotel</p>	<p>7 SFSC Commencement</p> <p>21 **Trustees/Retirees Luncheon</p> <p>27 Budget Workshop, 4 PM Followed by Board Meeting, 6 PM, Highlands Campus</p>	<p>24 Board Meeting, 6PM Hardee Campus</p> <p>26 **Summer of Love Concert</p>
JULY 2015	AUGUST 2015	SEPTEMBER 2015
<p>22 Board Meeting, 6 PM Highlands Campus</p>	<p>26 *Board Meeting, 6 PM DeSoto Campus</p>	<p>23 *Board Meeting, 6 PM Highlands Campus</p>

*Tentative


****50th Anniversary Events**

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: OCTOBER 1, 2014
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Jessica Bailes	Instructor, Nursing	Michele Heston	08/18/14
Tina Gottus	Director, Xcel-IT Program	Kevin Brown	07/14/14
Curtis Ivy	Director, Criminal Justice Programs	Kevin Brown	07/14/14
Lisa McConnell	Instructor, Nursing	Michele Heston	08/18/14
Ruel Olano	End User Support Analyst	Clifford Hanglely	07/01/14
April Ricker	Accountant, Revenues and Receivables	Susan Zelenenki	08/04/14




OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: OCTOBER 1, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: EMPLOYEE RETIREMENT

It is recommended that the retirement of Mr. Nelson S. Socarras, an irrigation specialist, be recognized for his many years of service to South Florida State College.

Dates of full-time, consecutive service 04/05/93-09/30/14.

SUGGESTED MOTION:

Move to recognize the retirement of Mr. Nelson S. Socarras for his many years of service to South Florida State College.

3.0 *Public Comment*


4.0 Presentations

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: OCTOBER 1, 2014
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 Applications and Operating Actions. Your consideration of the recommended action is appreciated.

SUGGESTED MOTION:
Move to approve the agenda items listed in the consent agenda.

	CONSENT AGENDA ACTION ITEMS	Page
5.1	Personnel Actions	21
5.2	Agreement and Contracts	
5.3	Grant Applications	
	5.3.1 Children’s Theater Series - \$10,000	22
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	5.4.1 Monthly Accounts Payable & Payroll Check Register	23
	5.4.2 Donation – Laptop Computers	25
	5.4.3 Property Deletion & Disposal	27



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: OCTOBER 1, 2014
TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL
SUBJECT: PERSONNEL ACTIONS

It is recommended that the personnel items, as specified below, be approved:

I. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

Table with 3 columns: Name, Position, Effective Date. Row 1: Croft, Kelli, Resource Development Assistant, Title III Project, 09/08/14

II. APPOINTMENTS, FULL-TIME FACULTY:

Table with 3 columns: Name, Position, Effective Date. Row 1: Lancaster, Sarah, Instructor, Agri-Science, 09/08/14

III. ADJUNCT FACULTY, 2014-15, ACADEMIC YEAR AS NEEDED:

Table with 3 columns: Name, Teaching Area, Rank. Rows include Adler, John (EMT/Paramedic, IIIB), Diaz, Lauro (ABE/GED/ESOL, III), Hancock, Jane (Estate Planning, I), Lynch, Brian (EMT/Paramedic, III), Philossaint-Wells, Quernande (Intro Business Course (DE), II), Roberts, Wendy (EMT/Paramedic, IIIB), Sheffield, Kenneth (ACLS/PALS/BLS (CWE only), IV)

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



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: OCTOBER 1, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – CHILDREN’S THEATER SERIES

Approval is requested for submission and acceptance, if funded, of the following described grant proposal:

- Title: **Children’s Theater Series**
- Source: Duke Energy Foundation
- Amount: \$10,000
- Description: Funds have been requested to assist with the cost of providing Children’s Theater programs for the 2014-15 season.

SUGGESTED MOTION:
Move to approve the submission and acceptance, if funded, of the described grant proposal.



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: OCTOBER 1, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL PAYMENT SUMMARY

The law requires that warrants be approved and made available for review. Detailed information on all disbursements for August 2014 is summarized below and is available at any time in the College Business Office.

SUGGESTED MOTION:

Move to approve the monthly accounts payable/monthly payroll check register as presented.

Accounts Payable:								
	2014/2015 Checks		2014/2015 Electronic Payments		2014/2015 P-Card		2014/2015 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	436	\$515,026.45	137	\$910,406.45	440	\$276,892.63	1013	\$1,702,325.53
Aug	184	283,786.52	265	1,141,251.28	445	239,322.04	894	\$1,664,359.84
Sept							0	\$0.00
Oct							0	\$0.00
Nov							0	\$0.00
Dec							0	\$0.00
Jan							0	\$0.00
Feb							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	620	\$798,812.97	402	\$2,051,657.73	885	\$516,214.67	1907	\$3,366,685.37

Payroll:								
	2014/2015 Checks		2014/2015 Electronic Payments				2014/2015 Totals	
	No.	Amount	No.	Amount			No.	Amount
July	40	\$47,127.04	470	\$835,287.35			510	\$882,414.39
Aug	24	35,253.90	379	810,518.73			403	\$845,772.63
Sept							0	\$0.00
Oct							0	\$0.00
Nov							0	\$0.00
Dec							0	\$0.00
Jan							0	\$0.00
Feb							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	64	\$82,380.94	849	\$1,645,806.08			913	\$1,728,187.02

Accounts Payable:						
	2013/2014			2014/2015		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	979	\$1,490,702.22	\$ 1,490,702.22	1,013	\$1,702,325.53	\$1,702,325.53
August	1,019	1,604,535.32	\$ 3,095,237.54	894	1,664,359.84	\$3,366,685.37
September	1,092	1,281,564.10	\$ 4,376,801.64			
October	2,657	3,380,925.46	\$ 7,757,727.10			
November	1,348	1,522,912.24	\$ 9,280,639.34			
December	1,061	1,351,062.70	\$ 10,631,702.04			
January	1,097	958,716.83	\$ 11,590,418.87			
February	2,417	3,208,315.55	\$ 14,798,734.42			
March	1,129	1,826,916.56	\$ 16,625,650.98			
April	1,237	1,405,293.99	\$ 18,030,944.97			
May	1,136	1,574,650.14	\$ 19,605,595.11			
June	1,504	1,693,417.07	\$ 21,299,012.18			
Totals	16,676	\$21,299,012.18		1,907	\$3,366,685.37	

Payroll:						
	2013/2014			2014/2015		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	519	\$872,018.27	\$872,018.27	510	\$882,414.39	\$882,414.39
August	392	848,097.66	\$1,720,115.93	403	845,772.63	\$1,728,187.02
September	434	824,166.32	\$2,544,282.25			
October	458	881,715.09	\$3,425,997.34			
November	487	882,265.39	\$4,308,262.73			
December	486	928,786.26	\$5,237,048.99			
January	478	878,818.67	\$6,115,867.66			
February	461	872,710.43	\$6,988,578.09			
March	485	884,218.76	\$7,872,796.85			
April	476	916,405.06	\$8,789,201.91			
May	484	925,299.99	\$9,714,501.90			
June	424	883,562.17	\$10,598,064.07			
Totals	5584	\$10,598,064.07		913	\$1,728,187.02	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: OCTOBER 1, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DONATION – LAPTOP COMPUTERS

Approval is requested to donate 41 laptop computers listed on the following page to Take Stock in Children participants, while simultaneously removing them from the property records. These laptops are older, slower, and would otherwise be recycled. Giving the laptops to the participants will extend their life and provide the Take Stock in Children participants a machine to perform word processing tasks to further their education.

SUGGESTED MOTION:

Move to approve the donation of 41 laptop computers to Take Stock in Children participants as presented.

South Florida State College
Donation Items
Sep-14

Tag #	Date Purchased	Description	Cost	Condition Code
14660	6/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14661	6/12/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14662	9/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14663	6/12/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14665	6/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14666	6/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14667	6/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14668	6/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14669	6/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14670	6/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14671	6/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14672	6/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14673	10/1/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14674	6/12/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14675	6/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14676	6/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14677	6/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
15295	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15296	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15297	3/10/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15298	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15299	3/10/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15300	3/10/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15301	3/10/2008	Dell Latitude D531 Laptop	\$1,385.50	Poor
15302	3/10/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15303	3/10/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15304	3/10/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15305	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15306	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15307	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15308	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15309	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15310	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15311	2/9/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15312	3/10/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15313	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15314	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15315	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15316	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15317	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
15318	2/29/2008	Dell Latitude D531 Laptop	\$1,385.54	Poor
TOTAL			\$62,917.75	



OFFICE OF THE PRESIDENT

Item 5.4.3

PRESENT TO BOARD: OCTOBER 1, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PROPERTY REMOVAL

Authorization is requested to delete items on the attached list of equipment totaling **\$22,295.98** from SFSC property records. These items have either been salvaged, are beyond repair, or are obsolete. The items will be held in storage until their disposal.

SUGGESTED MOTION:

Move to authorize deletion of items presented on attached list from property records.

South Florida State College
Disposal Items
Sep-14

Tag #	Date Purchased	Description	Cost	Condition Code
12753	4/23/2001	Hewlett Packard 8150DN LaserJet Printer	\$5,064.50	Poor
12966	11/20/2001	Fellows 480 Paper Shredder	\$1,474.41	Poor
13757	2/16/2004	Ambassador Carpet Extractor	\$1,284.50	Poor
14403	10/3/2006	Dell Latitude D620 Laptop	\$1,486.52	Poor
14664	6/4/2007	Dell Latitude D620 Laptop	\$1,744.99	Poor
14788	7/13/2007	Dell Latitude D620 Laptop	\$1,655.74	Poor
15238	12/7/2007	Dell Latitude D531 Laptop	\$1,339.64	Poor
15323	3/10/2008	Dell Laptop Latitude D531	\$1,322.12	Poor
15389	3/27/2008	Dell Latitude D630 Laptop	\$1,216.14	Poor
15446	6/6/2008	Latitude d531 Laptop	\$1,250.90	Poor
15627	8/11/2008	Laptops Lattitude D531 AMD Turion 64 - staff	\$1,028.24	Poor
15632	8/11/2008	Laptops Lattitude D531 AMD Turion 64 - staff	\$1,028.24	Poor
15633	8/11/2008	Laptops Lattitude D531 AMD Turion 64 - staff	\$1,028.24	Poor
15970	7/23/2009	HP Elite Note Book	\$1,371.80	Poor
TOTAL			\$ 22,295.98	

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: OCTOBER 1, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

COURSE ADDITIONS

Add the following new courses to meet State-mandated requirements for General Education offerings. These courses will be effective Spring 2015 (201520).

- **HUM 2020 – Introduction to Humanities (3 credits)**
- **LIT 2000 – Introduction to Literature: Thematic/Critical Approaches (3 credits)**

Add the following contact hour course which may be used by Nursing Assistant, Practical Nursing, and Phlebotomy students. This course will be effective Fall 2014 (201510).

- **HSC 0003C – Introduction to Healthcare (90 contact hours)**

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: OCTOBER 1, 2014
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL *[Signature]*
SUBJECT: FEE PROPOSAL

Consideration of the following fee proposals is requested:

New Fee

This proposed fee will cover the cost of CPR card and related lab materials.

Course Prefix#	Course Title	Proposed New Fee	Effective Term
HSC 0003C	Introduction to Healthcare	\$20.00	Fall 2014

SUGGESTED MOTION:
Move to approve new fee proposal as presented.

8.0 Purchasing and Other Action Items



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: OCTOBER 1, 2014

TO: SOUTH FLORIDA STATE COLLEGE
 DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: STUDENT FEE CHANGES

It is recommended that the following fee changes be approved effective Spring Term (January, 2015) for the identified reasons. These changes reflect a review of student fees and the changes that are needed to appropriately match college costs and student fees as required by Florida Statutes.

Fee	Current Charge	Proposed Charge	Rationale
Admission Fee	\$ 20.00	\$ -	"Admission fee" was a misnomer--this has been a one-time fee to cover the cost of parking and student support services
ID Card Fee	\$ 5.00	\$ -	To eliminate separate ID Card Fee and include in the Access Fee
Access Fee	\$ -	\$ 0.90 per credit hour	To rename and spread the fee for an identification card and for accessing student support software and services more equitably and efficiently
Returned Check Fee	\$ 25.00	\$ 10.00	Change is to recognize a reduction in the bank fees charged for this service from the College's banks. Fee will still reflect the cost of bank charges and staff processing time for returned checks.

SUGGESTED MOTION:


Move to approve the Student Fee Changes as presented.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: OCTOBER 1, 2014
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: RESOURCE DEVELOPMENT REPORT

I. Grants Funded

- Title: **Postsecondary Education 132**
Carl D. Perkins
Source: Florida Department of Education
Amount: \$172,397.00
Description: This approved, Carl D. Perkins program grant, will provide funding to cover salaries and benefits for a Radiography Instructor for FY 2015 and additional allocations for educational materials, supplies and equipment for Allied Health, Automotive, and Business programs.
- Title: **Adults with Disabilities**
Source: Florida Department of Education
Amount: \$170,000.00
Description: These funds will be used to support programs at ARC in Highlands County, as well as to assist with the Lifetime Learners program, the Heartland Games for Active Adults, and the College's Performing Arts and Matinee Series.
- Title: **Adult Education and Family Literacy**
Adult General Education
Source: Florida Department of Education
Amount: \$217,863.00
Description: These funds will allow SFSC to continue its adult education program for residents of Highlands County who are not currently enrolled in secondary school, 16 years and older and not high school graduates, and who lack the educational skills to function effectively in society.

II. Donations and Pledges to the SFSC Foundation, Inc.

The following chart presents a summary listing of all donations and pledges made to the SFSC Foundation since the August 2014 meeting of the College District Board of Trustees. The included dates are August 16, 2014 through September 10, 2014. The total amount being reported is **\$25,963.11**.

South Florida State College Foundation, Inc				
Gift Summary Report 8/16/14- 9/10/14				
Fund Description	Gift Count	Cash	Other	Total
Unrestricted	32	\$3,455.50	\$0.00	\$3,455.50
Unrestricted Endowment	2	\$8,586.51	\$0.00	\$8,586.51
Jacaranda Restoration Fund	2	\$6.00	\$2,500.00	\$2,506.00
SFSC General Scholarship	8	\$111.00	\$0.00	\$111.00
Joe Johnston/Bette McDearman	1	\$20.00	\$0.00	\$20.00
General Nursing Scholarship	1	\$0.50	\$0.00	\$0.50
SFSC Community Fund	8	\$66.00	\$0.00	\$66.00
SFSC Library Donations	3	\$35.00	\$0.00	\$35.00
Athletic Booster Club	2	\$15.00	\$0.00	\$15.00
Phi Theta Kappa	1	\$10.00	\$0.00	\$10.00
Take Stock In Children - Ops	2	\$5,000.00	\$0.00	\$5,000.00
Dental Programs	3	\$120.00	\$42.58	\$162.58
MOFAC	2	\$7.50	\$0.00	\$7.50
Highlands County Bar Assoc	1	\$20.00	\$0.00	\$20.00
First Generation in College	1	\$0.00	\$3,831.00	\$3,831.00
Our Lady of Grace Catholic Church	1	\$2,000.00	\$0.00	\$2,000.00
Norman L. Stephens Endowment	3	\$60.00	\$0.00	\$60.00
TSIC Scholarships	9	\$76.52	\$0.00	\$76.52
82 Gift(s) listed	Grand Totals:	\$19,589.53	\$6,373.58	\$25,963.11
71 Donor(s) listed				




OFFICE OF THE PRESIDENT

Item 9.4

PRESENT TO BOARD: OCTOBER 1, 2014

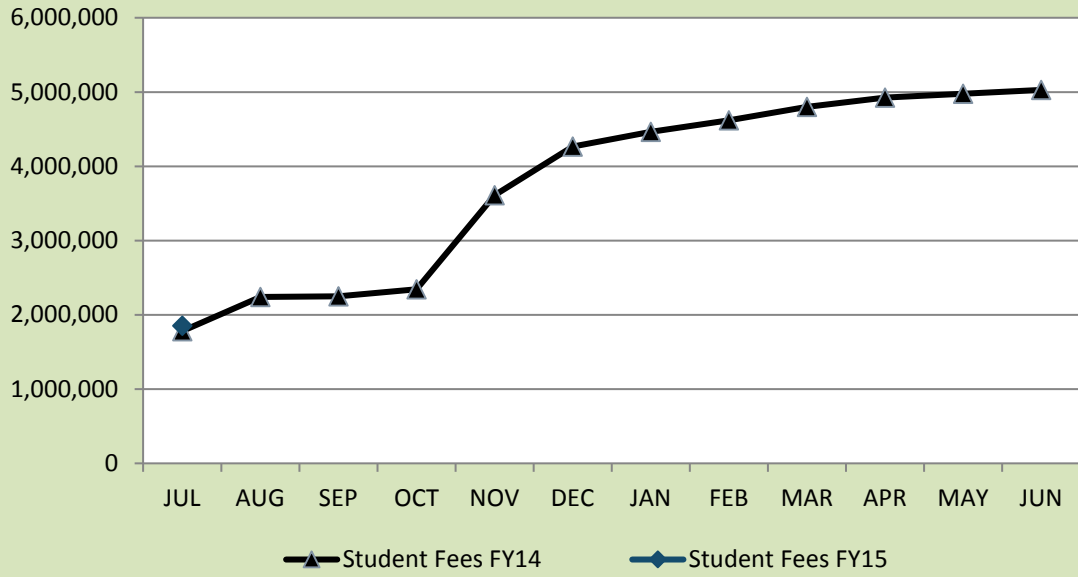
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

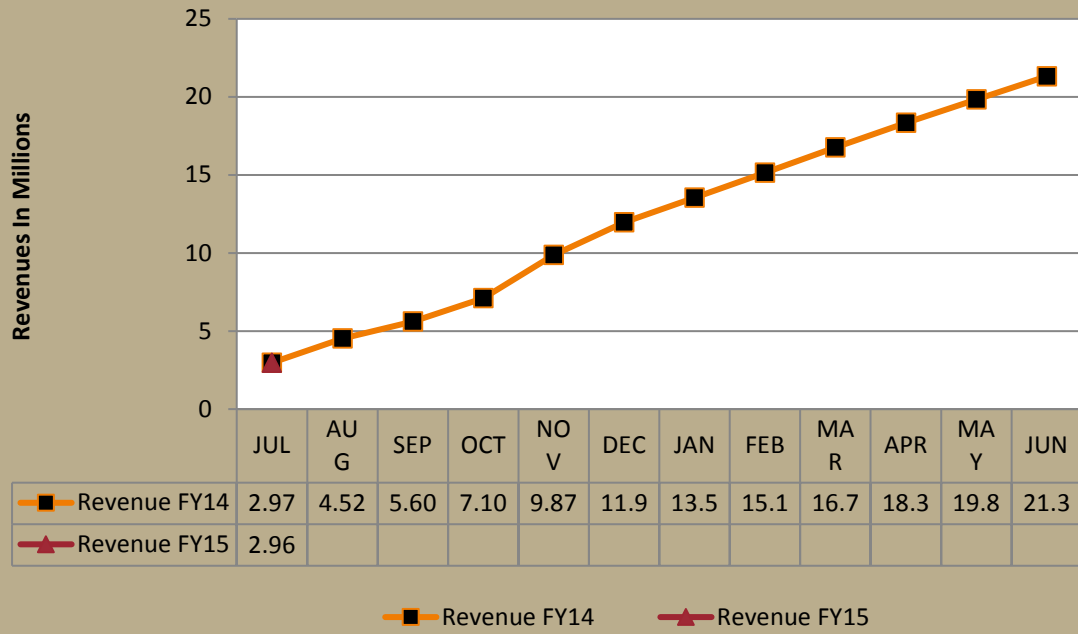
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the graphs and summary of revenues and expenditures of the College through July 31, 2014.

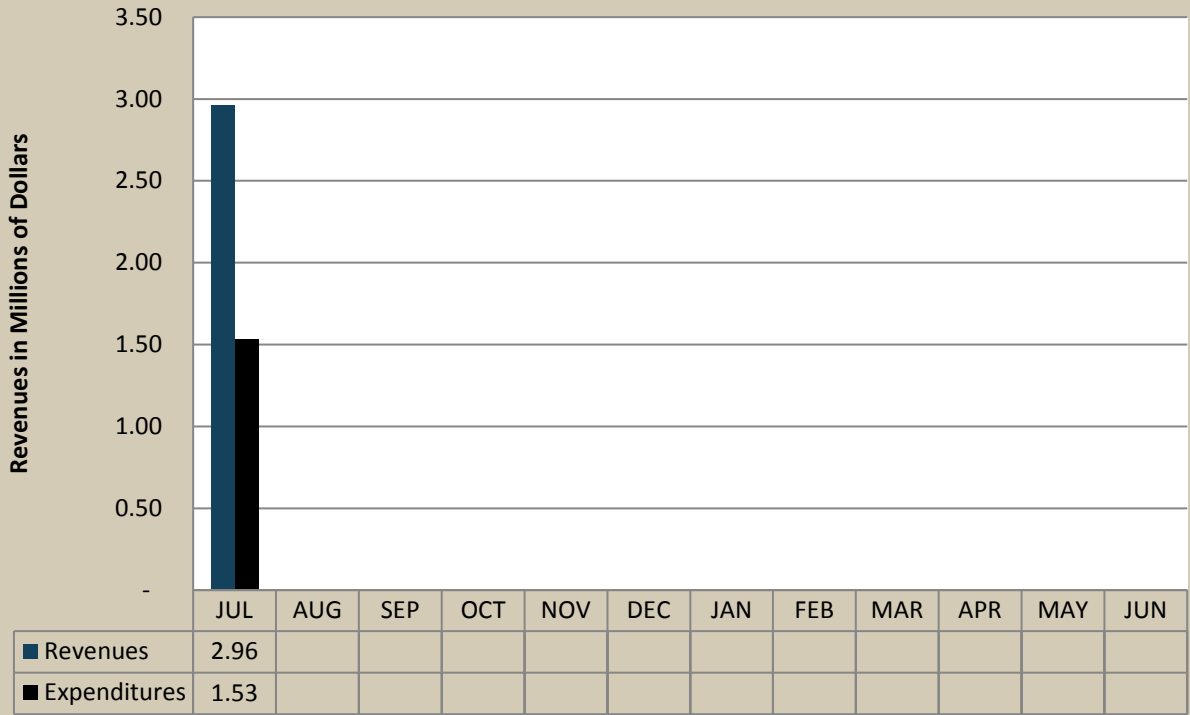
South Florida State College Fund 1 Student Fee Revenue, FY 14 vs FY 15



South Florida State College Fund 1 Total Revenue, FY 14 vs FY 15



South Florida State College Fund 1 Total Revenues & Expenditures FY 15



South Florida State College
Revenues and Expenditures
For the Month Ended July 31, 2014

Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Tuition & Out of State Fees	\$ 4,643,831.00	\$ 1,599,275.97	\$ 3,044,555.03	34.44%
404XX	Laboratory Fees	488,200.00	153,835.45	334,364.55	31.51%
408XX	Technology Fees	209,000.00	79,219.08	129,780.92	37.90%
409XX	Other Student Fees	103,600.00	19,642.69	83,957.31	18.96%
41600	Grants and Contracts from Counties	31,004.00	-	31,004.00	0.00%
42110	FCSPF-General Revenue	12,303,849.00	1,025,321.00	11,278,528.00	8.33%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	3,575,283.00	-	3,575,283.00	0.00%
42900	Indirect Cost Recovered - State	1,000.00	-	1,000.00	0.00%
43900	Indirect Costs Recovered - Federal	100,000.00	7,603.42	92,396.58	7.60%
441XX	Contributions	9,000.00	3,222.00	5,778.00	35.80%
46400	Use of College Facilities	79,000.00	461.33	78,538.67	0.58%
466XX	Other Sales and Services	237,700.00	70,052.56	167,647.44	29.47%
48100	Interest and Dividends	7,500.00	777.09	6,722.91	10.36%
487XX	Fines and Penalties	4,250.00	(99.51)	4,349.51	-2.34%
49XXX	Transfers and Other Revenue	366,300.00	3,890.21	362,409.79	1.06%
	Total Revenue	\$ 22,161,667.00	\$ 2,963,201.29	\$ 19,198,465.71	13.37%
51XXX	Management	\$ 1,825,261.40	\$ 154,281.03	\$ 1,670,980.37	8.45%
52XXX	Instruction	4,610,659.45	140,321.29	4,470,338.16	3.04%
53XXX	Other Professional	2,890,567.41	227,675.41	2,662,892.00	7.88%
54XXX	Career Staff	2,663,556.05	208,400.30	2,455,155.75	7.82%
56XXX	Other Personnel Services-Instructional	1,021,844.00	-	1,021,844.00	0.00%
57XXX	Other Professional-Tech/Clerical/Trade	111,368.00	3,617.07	107,750.93	3.25%
58000	Student Employment -Inst Work Study	25,000.00	-	25,000.00	0.00%
58500	Employees Awards	11,500.00	-	11,500.00	0.00%
58501	Non-Recurring	97,620.00	-	97,620.00	0.00%
59XXX	Benefits	4,014,938.00	236,646.44	3,778,291.56	5.89%
	Total Personnel	\$ 17,272,314.31	\$ 970,941.54	\$ 16,301,372.77	5.62%
605XX	Travel	\$ 330,940.00	\$ 11,924.69	\$ 319,015.31	3.60%
61000	Freight and Postage	34,625.00	21,594.84	13,030.16	62.37%
61500	Telecommunications	86,000.00	-	86,000.00	0.00%
62000	Printing	82,075.00	6,406.21	75,668.79	7.81%
625XX	Repairs and Maintenance	931,323.00	128,978.86	802,344.14	13.85%
63000	Rentals	172,058.00	11,394.53	160,663.47	6.62%
635XX	Insurance	368,288.00	201,340.00	166,948.00	54.67%
640XX	Utilities	1,415,600.00	47,508.84	1,368,091.16	3.36%
645XX	Other Service	670,535.00	58,143.31	612,391.69	8.67%
650XX	Professional Fees	165,650.00	500.00	165,150.00	0.30%
655XX	Education Office/Dept Material Supp	505,575.00	32,723.65	472,851.35	6.47%
657XX	Data Software-Non Capitalized	35,520.00	14,388.00	21,132.00	40.51%
66000	Maint/Construction Material/Supp	276,000.00	9,506.15	266,493.85	3.44%
665XX	Other Materials and Supplies	123,725.00	5,412.92	118,312.08	4.37%
670XX	Purchases for Resale	49,500.00	10,518.35	38,981.65	21.25%
680XX	Scholarships	105,505.00	1,811.10	103,693.90	1.72%
69XXX	Transfers and Other Expenses	90,000.00	-	90,000.00	0.00%
	Total Current Expenses	\$ 5,442,919.00	\$ 562,151.45	\$ 4,880,767.55	10.33%
70600	Minor Equipment >1000<5000	\$ 25,000.00	\$ -	\$ 25,000.00	0.00%
	Total Capital Outlay	\$ 25,000.00	\$ -	\$ 25,000.00	0.00%