



**SFSC
District Board of Trustees
Regular Meeting
October 30, 2019**

**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: OCTOBER 30, 2019

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 30, 2019 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of October 30, 2019 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
OCTOBER 30, 2019
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 – September 25, 2019
 - 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 Agreements and Contracts
 - 5.2.1 Lease Agreement – Florida Department of Agriculture
 - 5.3 Grant Awards
 - 5.3.1 Health Sciences Instructional Technology & Community Health Initiatives – \$13,000
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Property Deletion
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposal
- 8.0 Other Action Items
- 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: OCTOBER 30, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – SEPTEMBER 25, 2019

It is recommended that the minutes of the regular meeting held September 25, 2019 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:
Move to approve the minutes of the September 25, 2019 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
SEPTEMBER 25, 2019**

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

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
Ms. Cindy Garren	Dr. James Hawker	Dr. Michele Heston
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Ms. Melissa Lee
Mr. Glenn Little	Ms. Tia Sorensen	Mr. Jonathan Stern
Dr. Sidney Valentine	Mrs. June Weyrauch	Dr. Tim Wise
Dr. Robert Flores		

Others Present: Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:01 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. Cullens made the recommendation to move Item 8.1 Textbook and Instructional Materials Affordability after Item 3.0 Public Comment.

Mr. Backer made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held September 25, 2019 with the revision of moving Item 8.1 after Item 3.0. 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. Wright made a motion, seconded by Mr. Lambert, to approve the minutes of the regular meeting held July 17, 2019 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.**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employee was introduced:

Employee	Position	Supervisor	Hired
Tia Sorensen	Library Assistant II – Circulation	Lena Phelps	05/01/19

Dr. Hawker introduced Ms. Tia Sorensen to the Board. Ms. Lena Phelps was unable to attend the DBOT meeting.

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 services staff; resignations; and adjunct faculty 2019-20, academic year as needed.

(EXHIBIT "A")

5.2 Agreements and Contracts

5.2.1 Approved to enter into a new agreement between the Avon Park Community Child Development Center and South Florida State College as presented.

(EXHIBIT "B")

5.3 Grant Awards

5.3.1 Duke Energy – Electrical lineman Program

Duke Energy \$15,000

5.3.2 Adult General Education (AGE)

Florida Department of Education \$38,560 – Hardee
\$206,223 - Highlands

5.3.3 Carl D. Perkins V

Florida Department of Education \$203,146 – Post Secondary
\$103,425 – Rural and
Sparsely Populated
Programs

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register for June 2019 (fiscal year end) and for the months July and August (fiscal year 2020).
(EXHIBIT "C")

Mr. Bryan made a motion, seconded by Mr. Lambert, to approve the Consent Agenda, Items 5.1 through 5.4.1 as presented with the corrected date in Item 5.1. 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. Valentine presented the curriculum proposal and gave a brief overview to the Board. Dr. Valentine explained to the Board that the Advanced Nursing Care Concepts combined lab component, will be removed, if approved. He stated as an online course, it is difficult to provide clinical instruction since the lab component was mainly for observation at a clinical site. Dr. Valentine informed the Board that instruction will be delivered through online discussion, video, and online demonstration effective Spring 2020.

(EXHIBIT "D")

Mr. Bryan made a motion, seconded by Mr. Wright, to approve the curriculum proposal 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 Textbook and Instructional Materials Affordability

Ms. Lee presented the Textbook and Instructional Materials Affordability report to the Board. She gave a brief background and updates that were made to the report. Ms. Lee stated that 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. Ms. Lee reported that the Innovation Grant allowed SFSC to purchase the Open Educational Resources (OER) at reduced rates for students. Ms. Lee informed the Board the 27% of general education courses are OER. She stated SFSC is working with Follett on more OER options for general education courses. Mr. Wright question why compliance was 79% reported for Summer 2018. Ms. Lee stated due to fewer students during summer the compliance percentage is lower. Mrs. Cullens asked how often textbooks are changed for courses. Dr. Valentine informed Mrs. Cullens that texts are adopted by the faculty and used for a period of at least three years or until the edition changes, whichever comes first. Ms. Lee added that SFSC adheres to the internal Procedure 4041. Mr. Bryan asked if SFSC has ever seen a negative effect of not offering a course due to the textbook adoption time frame. Ms. Lee and Mr. Little stated that there has not ever been any issues as SFSC has always offered courses.

Mr. Wright made a motion, seconded by Mrs. Rider, to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S. 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 Financial Report

Ms. Lee reported on two sets of financial graphs and revenue and expenditure summaries compared to budgeted funds with the Operating Budget. One set depicted the fiscal year end for 2018-19. The other set depicted both July and August of fiscal year 2020.

(EXHIBIT "E")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$63,097.49** from June 28 through September 10, 2019. Mrs. Bateman gave a brief update on the Foundation October 12 Showcase event. She distributed sponsorship flyers. Mrs. Bateman asked the Board and those attending to encourage other in the community to attend the event. Mrs. Bateman presented the Foundation marketing campaign and shared the campaign that she worked on with Community Relations that will be promoted in all three counties. Mrs. Bateman announced that Mrs. Cheryl Brown was approved to be a new Foundation Board Member.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 9/25/19. He gave a brief description of the grants.

II. Proposals in Development

A. Pathways to Career Opportunities - Nursing

Florida Department of Education (FLDOE) \$78,556

B. Health Sciences Instructional Technology & Community Health Initiatives

Highlands County Health Services \$13,000

III. Submitted Proposals

A. RSVP Baseline Funding Increase Opportunity

Corporation for National and Community Service (CNCS) \$7,500

B. Family-Friendly Performances in Rural Florida

National Endowment of the Arts (NEA) \$30,000

C. Museum of Florida Art and Culture (MOFAC) Exhibits Grant

Publix Charities \$1,000

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Fall Term Update: Started August 16 with welcoming back students. Dr. Leitzel stated the Fall semester enrollment is flat. He announced that SFSC will hold a Flex B One Stop on Monday, September 30 in Building B for students registering for classes. Dr. Leitzel highlighted the inaugural class for the 911 Telecommunicator Program. He thanked Sheriff Blackman and others for coming and speaking to the class.
2. Convocation: Dr. Leitzel announced that we welcomed back faculty and employees on August 12. He thanked Mrs. Cullens for her greeting. Dr. Leitzel highlighted service awards and guest speakers Dr. Cathy Almquist and Mr. Andy Masters.
3. Fall Highlights: Duke Energy Lineworker Grant, Dr. Leitzel gave a brief background. He thanked Mr. Jerry Miller with Duke Energy. Dr. Leitzel addressed Trustee questions pertaining to the use of grant funds. Avon Park Chamber, Dr. Leitzel announced SFSC received the Community Involvement Award at the Chamber banquet.
4. Highlighted: SACSCOC Substantive-Change Program Approval News: Health Services Management (A.S.) and Health Care Services (CCC) – July 23; Dr. Heston gave a brief background on the program. Dr. Leitzel thanked Dr. Kirschner for his survey input. Graduation/Pinnings: Dental Assistants – July 17, pass rate 78%; Radiography –

July 25, pass rate 83%; LPN – August 1 – 100%; Basic Fire – September 16 and Dr. Leitzel announced that the July RN pass rate was 97.2%.

5. Upcoming Graduation: Basic Corrections – October 31; EMS – Paramedic – November 4; and Basic Law Enforcement – December 5.
6. Informed the Board that the Committee on Accreditation for EMS Programs evaluated SFSC in January. He reported there were five findings. The institutional response was submitted August 30.
7. Announced Vice-President Little was appointed to FDOT Southwest-Central Florida Connector Task Force.
8. Sebring Parkway Update: Dr. Leitzel shared some aerial photos of the Sebring Parkway round-a-bout at Memorial and College Drive.
9. Thanked Trustees for their artist series ticket orders. Mrs. Bennett distributed season brochures to the Board.
10. Highlighted Panther Athletics. He announced that SFSC will be hosting the NJCAA/FCSAA District Volleyball Tournament on November 2-3.
11. Announced Pete's Panther Pantry grand opening that was on Monday, September 23. Dr. Leitzel thanked Mrs. Cullens for participating and cutting the ribbon.
12. Tallahassee Update: Distributed 2020 Legislative Budget Request handouts to the Board.
13. Up-Coming Community Events: FDOE Town Hall Meeting – October 7 and Hardee County Legislative Warm-Up Breakfast – October 10.
14. Shared the Legislative Review meeting with Senator Albritton.
15. Informed the Board of Commissioner Corcoran's Residency and Tuition Waivers for individuals who were affected by Hurricane Dorian.
16. Highlighted topics for the November 20 DBOT Planning Workshop and DBOT meeting.
17. Announced SFSC Holiday Luncheon and Meritorious Awards will be hosted on Friday, December 6.
18. Reminded the Board of the AFC Trustee Commission Legislative Conference on January 15-16, 2020 at Florida State University.
19. Highlighted SFSC rankings with the US News and World Report annual college rankings. SFSC was recognized for #8 – Top Public Schools – Regional Colleges – South; #4 – Social Mobility – Regional Colleges – South; #4 (tie) – Campus Ethnic Diversity – Regional Colleges – South; and #13 (tie) – Best Colleges for Veterans – Regional Colleges – South.

9.4 Board Attorney's Report

Mrs. Karlson reported that she reviewed the first request to serve beer/wine at the upcoming Foundation Showcase event. She informed the Board that she has reviewed the request form along with all the required paperwork. She stated that everything was in compliance with Board Policy 1.07 and that as an extra precaution there are two event insurance policies in place for the event.

9.5 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer asked if there was any damage at the Hotel Jacaranda due to the small fire in the air vent on the exterior wall. Dr. Leitzel and Mr. Little addressed his question.

Dr. Kirschner stated no report. Mrs. Cullens thanked Dr. Kirschner for his survey input that assisted Dr. Heston.

Mr. Lambert stated no report.

Mr. Bryan thanked Ms. Garren, Mrs. Bateman and Ms. Lee for attending the Hardee Athletic Banquet.

Mrs. Rider stated no report.

Mr. Wright had to leave the meeting during the President's report due to a prior meeting obligation.

9.6 Board Chair Report

Mrs. Cullens reported that she attended the Operational Audit Exit conference on August 21 for the 2018-19 fiscal year. She informed the Board that there were three tentative findings. She stated that all findings are being addressed by staff. Mrs. Cullens asked the Board to nominate an ACCT voting delegate for the ACCT Leadership Congress conference in San Francisco. Mr. Bryan nominated Mrs. Rider as the voting delegate, she accepted the nomination. Mrs. Cullens challenged the Board to make a donation either monetary or food to Pete's Panther Pantry. Mrs. Cullens shared her experience while participating in the Highlands County Sheriff's Citizens Academy when they had to visit the dispatcher station. Mrs. Cullens shared the she, Dr. Leitzel and Dr. Valentine gave Mr. Ned Hancock a tour of the Highlands Campus. She stated that Mr. Hancock shared his experience of touring SFSC at a recent event. Mrs. Cullens also informed the Board that another campus tour would be given to Ms. Kaylee Tuck on October 2. Both guests are candidates for House District 55.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:32 p.m.




OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: OCTOBER 30, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: 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

OCTOBER 2019	NOVEMBER 2019	DECEMBER 2019
<p>12 Foundation Fall Showcase Event</p> <p>16-19 Annual ACCT Leadership Congress, San Francisco</p> <p>30 Board Meeting, 1 PM Highlands Campus</p>	<p>20 Board Meeting, 1 PM Highlands Campus</p> <p>Planning Workshop, 10 AM Highlands Campus</p>	<p>2 Jacaranda Jubilee</p> <p>5 Foundation Christmas Luncheon</p> <p>6 SFSC Holiday Luncheon</p> <p>12 Fall Commencement</p> <p>14-1/1 Winter Break</p>
JANUARY 2020	FEBRUARY 2020	MARCH 2020
<p>14 2020 Legislative Session Begins</p> <p>15-16 AFC Trustees Commission Legislative Conference, Champion Club, Florida State University</p> <p>29 Board Meeting, 1 PM Highlands Campus</p>	<p>9-12 ACCT National Legislative Summit, Washington, DC</p>	<p>11 Board Meeting, 1 PM Highlands Campus</p> <p>16-20 Spring Break</p>
APRIL 2020	MAY 2020	JUNE 2020
<p>29 Board Meeting, 1 PM Highlands Campus</p>	<p>5 Spring Commencement</p> <p>27 Board Meeting, 1 PM Highlands Campus</p> <p>Budget Workshop, 10 AM Highlands Campus</p>	<p>24 Board Meeting, 1 PM Highlands Campus</p>
JULY 2020	AUGUST 2020	SEPTEMBER 2020
<p>22 * Board Meeting, 1 PM Highlands Campus</p>	<p>26 * Board Meeting, 1 PM Highlands Campus</p>	<p>23 * Board Meeting, 1 PM Highlands Campus</p> <p style="background-color: yellow;">30 – 10/3 ACCT Leadership Congress, Chicago</p>

New Addition
Tentative *

2.0 *Communications, Introductions, and Recognitions*




OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: OCTOBER 30, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Fred Hayes	Coordinator, Construction Trade Programs	Tina Gottus	07/15/19
Dora Torres	Custodian	Denise Carden	07/01/19

3.0 *Public Comment*


4.0 *Presentations*

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: OCTOBER 30, 2019
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: CONSENT AGENDA ACTION ITEMS

The following Consent Agenda is provided for your review. Any Consent Agenda item may be discussed or removed from the Consent Agenda at the request of any Board member. The actual agenda items with background information are provided in the related section of the Board Agenda. The following sections of the agenda are included in the Consent Agenda: Personnel Actions, Contracts/Agreements, Grant Awards, and Operating Actions. Your consideration of the recommended action is appreciated.

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

	CONSENT AGENDA ACTION ITEMS	Page
5.1	Personnel Actions	21
5.2	Agreements and Contracts	23
	5.2.1 Lease Agreement – Florida Department of Agriculture	
5.3	Grant Awards	24
	5.3.1 Health Sciences Instructional Technology & Community Health Initiatives – \$13,000	
5.4	Operating Actions	25
	5.4.1 Monthly Accounts Payable & Payroll Check Register	
	5.4.2 Property Deletion	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: OCTOBER 30, 2019

TO: SOUTH FLORIDA STATE COLLEGE
 DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: PERSONNEL ACTIONS

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

I. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Saunders, Anastasia	Coordinator, Institutional Advancement and Alumni Development	11/01/19

II. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Stallings, Vicki	Accounts Payable Specialist	09/16/19
Mullins, Melisa*	Maintenance Office Clerk	10/01/19
Breedlove, Dolores**	Case Data Specialist, Farmworker Career Development Program	10/07/19
Frey, John	Lead Maintenance, Hotel Jacaranda	10/07/19

*Transferring from Academic Support Liaison position (PT)

**Transferring from Staff Assistant II, EMS/Fire Science position (PT)

III. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Brown, Ashley	HSI-STEM College Success Coach	09/20/19
McGann, Sara	Coordinator, Health Sciences	10/11/19
Steppe, Megan	MOFAC Curator	12/13/19
Shannon, Princess	Staff Assistant II, Testing/Assessment	10/18/19

IV. ADJUNCT FACULTY, 2019-20, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Bentley, Jennifer	Dental Hygiene (Clinicals)	III
Black, Alicia	Phlebotomy	IIIB

IV. ADJUNCT FACULTY, 2019-20, ACADEMIC YEAR AS NEEDED:

Driskell, Jess	Adult Education	III
Oravec, Sarah	English/Humanities/Spanish	II
Pollard, Gary	Phlebotomy	IV
Richey, Rex	Criminal Justice	IV

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: OCTOBER 30, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: LEASE AGREEMENT – FLORIDA DEPARTMENT OF AGRICULTURE

Approval is requested to renew a lease agreement between South Florida State College and the Florida Department of Agriculture for the rental of Room 103 at the SFSC Public Safety building. This is a renewal of the current lease for five (5) years at a rate of \$498.96 per month, representing a 5% increase in the monthly rental rate.

SUGGESTED MOTION:
Move to the renewal of a lease agreement with the Florida Department of Agriculture as presented.




OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: OCTOBER 30, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – HEALTH SCIENCES INSTRUCTIONAL TECHNOLOGY &
COMMUNITY HEALTH INITIATIVES

Title: Health Sciences Instructional Technology & Community Health Initiatives

Source: Highlands County Health Services

Amount: \$13,000

Description: Funding has been awarded from Highlands County Health Services for educational technology and professional development.

SUGGESTED MOTION:

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




OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: OCTOBER 30, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL CHECK REGISTER

Summary information for disbursements for all funds through September 2019 are 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 check register as presented.

Accounts Payable:							
2019/2020 Checks		2019/2020 Electronic		2019/2020 P-Card		2019/2020 Totals	
No.	Amount	No.	Amount	No.	Amount	No.	Amount
523	\$781,521.65	97	\$939,710.13	564	\$200,959.65	1184	\$1,922,191.43
318	\$647,238.66	139	\$877,300.12	450	\$102,018.25	907	\$1,626,557.03
1372	\$1,608,617.00	126	\$937,620.36	552	\$130,869.42	2050	\$2,677,106.78
	\$0.00		\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00		\$0.00	0	\$0.00
2213	\$3,037,377.31	362	\$2,754,630.61	1566	\$433,847.32	4141	\$6,225,855.24

Payroll:					
2019/2020 Checks		2019/2020 Electronic		2019/2020 Totals	
No.	Amount	No.	Amount	No.	Amount
28	\$48,116.05	500	\$880,192.91	528	\$928,308.96
19	\$33,886.94	399	\$850,584.71	418	\$884,471.65
17	\$35,672.38	423	\$886,232.59	440	\$921,904.97
	\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00	0	\$0.00
	\$0.00		\$0.00	0	\$0.00
64	\$117,675.37	1322	\$2,617,010.21	1386	\$2,734,685.58

Accounts Payable:

	2018/2019			2019/2020		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	997	\$1,644,001.68	\$1,644,001.68	1,184	\$1,922,191.43	\$1,922,191.43
August	946	1,578,749.24	\$3,222,750.92	907	\$1,626,557.03	\$3,548,748.46
September	2,322	3,259,698.54	\$6,482,449.46	2,050	\$2,677,106.78	\$6,225,855.24
October	1,262	1,686,591.13	\$8,169,040.59			
November	1,298	1,769,733.10	\$9,938,773.69			
December	754	1,453,823.02	\$11,392,596.71			
January	1,105	2,033,987.31	\$13,426,584.02			
February	2,596	3,342,859.15	\$16,769,443.17			
March	1,028	1,697,150.75	\$18,466,593.92			
April	1,322	1,767,740.24	\$20,234,334.16			
May	957	1,215,300.85	\$21,449,635.01			
June	1,518	2,879,399.95	\$24,329,034.96			
Totals	16,105	\$24,329,034.96		4,141	\$6,225,855.24	

Payroll:

	2018/2019			2019/2020		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	520	\$910,768.21	\$910,768.21	528	\$928,308.96	\$928,308.96
August	408	854,237.42	\$1,765,005.63	418	884,471.65	\$1,812,780.61
September	445	913,518.64	\$2,678,524.27	440	921,904.97	\$2,734,685.58
October	488	907,495.18	\$3,586,019.45			
November	499	1,214,992.82	\$4,801,012.27			
December	511	1,007,766.45	\$5,808,778.72			
January	440	859,548.42	\$6,668,327.14			
February	500	951,393.42	\$7,619,720.56			
March	525	946,475.03	\$8,566,195.59			
April	503	950,884.99	\$9,517,080.58			
May	488	981,523.38	\$10,498,603.96			
June	447	909,004.01	\$11,407,607.97			
Totals	5774	\$11,407,607.97		1386	\$2,734,685.58	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: OCTOBER 30, 2019
TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL
SUBJECT: PROPERTY DELETION

Requesting authorization to delete the equipment items listed below totaling \$59,508 from SFSC property records. These items are beyond repair and will be held in storage until disposal.

South Florida State College
Disposal Items
October - 2019

Table with 5 columns: Tag#, Date Purchased, Description, Cost, Condition Code. Rows include Coachcraft 20' Trailer, Dorsey Trailer, 1989 Intl. Semi-Tractor, 1986 Intl. Blue Bird Bus, 1991 GMC Semi-Tractor, 60KW Diesel Generator, and 1988 Dodge Maxi-Van.

SUGGESTED MOTION:
Move to approve the deletion of College property from inventory records as presented.

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: OCTOBER 30, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Approval is requested for the following curriculum proposals:

I. COURSE REVISION

Request approval to modify following course's credit length to a variable (2-4 crs.) which will allow the course to be included in additional programs without altering their program lengths. Also, credit change will be helpful in meeting minimum course participants and give students additional options that may be more in line with their interests. Plus, remove prerequisite so course may be used in multiple programs; effective Spring 2020 (202020).

- **CTS 2142 IT Project Management** – Change course credit from 2 to a variable of 2-4 credits and remove prerequisite of CGS 1061C, CET 1600C, or Instructor's Approval.

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.

8.0 Purchasing and Other Action Items

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: OCTOBER 30, 2019

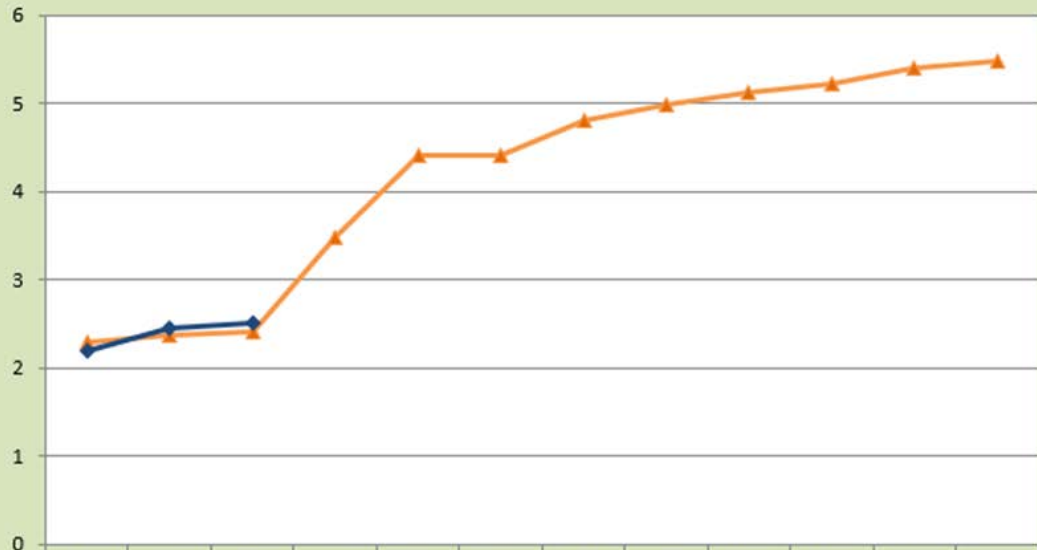
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

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

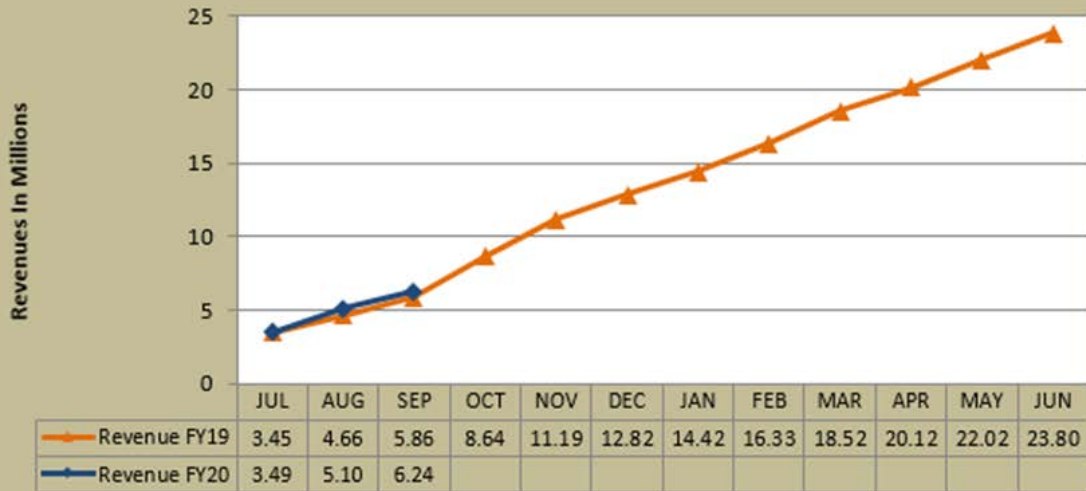
Enclosed for your review are the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget through September 2019.

**South Florida State College
Fund 1 Student Fee Revenue, FY 19 vs FY 20**

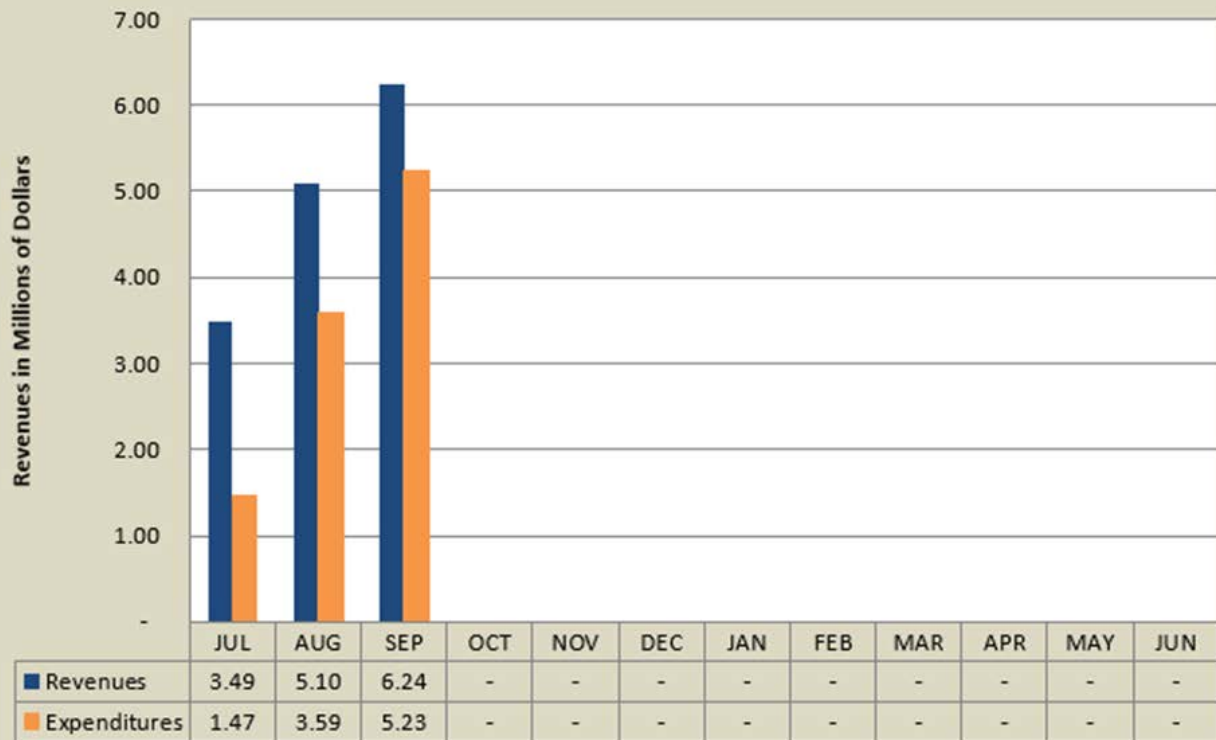


	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Student Fees FY19	2.30	2.37	2.41	3.48	4.41	4.41	4.81	4.99	5.12	5.23	5.41	5.49
Student Fees FY20	2.20	2.44	2.52									

South Florida State College Fund 1 Total Revenue, FY 19 vs FY 20



South Florida State College Fund 1 Total Revenues & Expenditures FY 20




South Florida State College					
Revenue and Expenditures for Fund 1					
For Month Ended September 30, 2019					
Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/ Spent to Date
401-403XX	Tuition and Out of State Fees	4,304,630.00	2,149,941.99	2,154,688.01	49.94%
404XX	Lab Fees	434,750.00	254,399.00	180,351.00	58.52%
408XX	Technology Fees	184,000.00	80,933.07	103,066.93	43.99%
405-407XX, 409XX	Other Student Fees	121,260.00	34,218.34	87,041.66	28.22%
416XX	Grants and Contracts from Counties	596,375.00	-	596,375.00	0.00%
42110	FCSPF-General Revenue	14,167,195.00	3,543,961.00	10,623,234.00	25.02%
4215X	Performance Based Incentive	579,519.00	103,630.00	475,889.00	17.88%
42210	CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
42610	FCSPF-Lottery	2,181,088.00	-	2,181,088.00	0.00%
429XX, 439XX	Indirect Costs Recovered	178,024.00	33,369.20	144,654.80	18.74%
441-44400	Cash/Non-Cash Contributions and Gifts	14,000.00	2,024.00	11,976.00	14.46%
46400	Use of College Facilities	100,000.00	18,515.38	81,484.62	18.52%
466XX, 467XX	Other Sales and Services	107,275.00	6,340.69	100,934.31	5.91%
48100	Interest and Dividends	10,000.00	3,367.89	6,632.11	33.68%
487XX, 489XX	Fines and Penalties/Miscellaneous	121,327.00	3,660.11	117,666.89	3.02%
49XXX	Transfers and Other Revenues	500,000.00	857.94	499,142.06	0.17%
	Total Revenue	\$ 23,600,543.00	\$ 6,235,218.61	\$ 17,365,324.39	26.42%
51XXX	Management	1,830,740.00	457,685.02	1,373,054.98	25.00%
52XXX	Instructional	4,710,250.00	949,243.35	3,761,006.65	20.15%
53XXX	Other Professional	2,874,591.00	694,612.52	2,179,978.48	24.16%
54XXX	Career Staff	2,472,633.00	590,798.52	1,881,834.48	23.89%
56XXX	Other Professional-Instructional	1,429,240.00	209,731.19	1,219,508.81	14.67%
57XXX	Other Professional-Tech/Clerical/Trade	157,314.00	24,353.26	132,960.74	15.48%
58XXX	Student Employment	25,000.00	-	25,000.00	0.00%
585XX	Employees Awards	225,245.00	-	225,245.00	0.00%
59XXX	Benefits	4,599,724.00	916,464.98	3,683,259.02	19.92%
	Total Personnel	\$ 18,324,737.00	\$ 3,842,888.84	\$ 14,481,848.16	20.97%
605XX	Travel	278,945.00	30,134.38	248,810.62	10.80%
61000	Freight and Postage	21,478.00	1,574.32	19,903.68	7.33%
615XX	Telecommunications	62,000.00	5,697.92	56,302.08	9.19%
62000	Printing	41,193.00	4,464.58	36,728.42	10.84%
625XX	Repairs and Maintenance	1,059,233.00	352,274.26	706,958.74	33.26%
63000	Rentals	159,994.00	35,230.51	124,763.49	22.02%
635XX, 637XX	Insurance	441,174.00	39,621.75	401,552.25	8.98%
640XX	Utilities	1,648,170.00	405,981.18	1,242,188.82	24.63%
645XX	Other Services	649,301.00	213,314.73	435,986.27	32.85%
64700	Grant Aid	4,280.00	641.27	3,638.73	14.98%
650XX	Professional Fees	128,505.00	24,622.58	103,882.42	19.16%
655XX	Education Office/Dept Material Supp	642,996.00	158,133.55	484,862.45	24.59%
657XX	Data Software	35,070.00	13,311.18	21,758.82	37.96%
66000	Maint/Construction Material/Supp	327,500.00	47,251.07	280,248.93	14.43%
665XX	Other Materials and Supplies	129,046.00	14,381.63	114,664.37	11.14%
670XX	Subscriptions/Library	55,950.00	11,804.67	44,145.33	21.10%
675XX	Purchases for Resale	40,800.00	3,412.60	37,387.40	8.36%
680XX	Scholarships	45,000.00	4,270.74	40,729.26	9.49%
69XXX	Transfers and Other Expenses	125,000.00	2,824.58	122,175.42	2.26%
	Total Current Expenses	\$ 5,895,635.00	\$ 1,368,947.50	\$ 4,526,687.50	23.22%
706XX	Minor Equipment >1000<5000	45,000.00		45,000.00	0.00%
71000	Furniture and Equipment	30,000.00	20,924.00	9,076.00	
	Total Capital Outlay	\$ 75,000.00	\$ 20,924.00	\$ 54,076.00	27.90%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: OCTOBER 30, 2019
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 September 2019 meeting of the College District Board of Trustees. The included dates are September 11, 2019 to October 16, 2019. The total amount reported is **\$19,997.24**.

- II. **Foundation Update**
 - Showcase Event Recap
 - Planned gift donation
 - Institutional Advancement & Alumni Development Coordinator
 - Jubilee, Christmas Luncheon and Million Dollar Events

South Florida State College Foundation
Gift Summary Report 9/11/19 - 10/16/19

Fund ID	Fund Description	# Gifts	Cash	Pledges	GIK	Total
1000	Unrestricted	16	\$426.00	\$0.00	\$0.00	\$426.00
2000	Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$0.00	\$6.00
5011	SFSC General Scholarship	7	\$111.00	\$0.00	\$0.00	\$111.00
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5027	Larry Macbeth Memorial	1	\$12,644.24	\$0.00	\$0.00	\$12,644.24
5031	SFSC Community Fund	2	\$10.50	\$0.00	\$0.00	\$10.50
5032	SFSC Library Donations	3	\$35.00	\$0.00	\$0.00	\$35.00
5045	Athletic Booster Club	2	\$30.00	\$0.00	\$0.00	\$30.00
5095	Dental Programs	1	\$25.00	\$0.00	\$0.00	\$25.00
5110	Highlands Co Bar <u>Assoc S'ship</u>	4	\$425.00	\$0.00	\$0.00	\$425.00
5158	TSIC Scholarships	9	\$191.00	\$0.00	\$0.00	\$191.00
6005	Partnership Project	25	\$6,083.00	\$0.00	\$0.00	\$6,083.00
6010	STEM Endowment	1	\$10.00	\$0.00	\$0.00	\$10.00
	Grand Totals:	73	\$19,997.24	\$0.00	\$0.00	\$19,997.24


73 Gift(s) listed

60 Donor(s) listed



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: OCTOBER 30, 2019
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: GRANTS DEVELOPMENT

Submitted Proposals

Title: Pathway to a Pipeline: Advanced Patient Care Technician Apprenticeship
Source: Florida Dept. of Education (FLDOE)
Amount: \$78,556
Description: Funding has been requested for apprenticeship programs in Nursing.

Title: Special Event – Lee Ann Womack
Source: Highlands County Tourist Development Council (TDC)
Amount: \$1,000
Description: Funding has been requested for out-of-county advertising expenses.