



**SFSC
District Board of Trustees
Regular Meeting
November 20, 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: NOVEMBER 20, 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 November 20, 2019 be adopted.

SUGGESTED MOTION:
**Move to adopt the agenda of the regular meeting of
November 20, 2019 as presented.**


**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
NOVEMBER 20, 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 – October 30, 2019
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
 - 2.2 Employee Retirement Acknowledgement
- 3.0 Public Comment
- 4.0 Presentation
 - 4.1 Florida Blue Nursing and Allied Health Scholarship Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Training Provider Agreement – Career Source Heartland
 - 5.3 Operating Actions
 - 5.3.1 Monthly Accounts Payable & Payroll Check Register
 - 5.3.2 Property Deletion
- 6.0 Planning and Policy Issues
 - 6.1 DBOT Policy Review and Revisions
- 7.0 Academic and Student Matters
- 8.0 Other Action Items
 - 8.1 Revised Salary Schedule
 - 8.2 Mission Statement Affirmation
 - 8.3 Strategic Plan (Destination 2024) Approval
- 9.0 Reports
 - 9.1 Financial Report
 - 9.2 Foundation Report
 - 9.3 President’s Report
 - 9.4 Board Attorney Report
 - 9.5 Board Member Reports
 - 9.6 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

Item 1.2.1

PRESENT TO BOARD: NOVEMBER 20, 2019
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: MINUTES – REGULAR MEETING – OCTOBER 30, 2019

It is recommended that the minutes of the regular meeting held October 30, 2019 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:
Move to approve the minutes of the October 30, 2019 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 30, 2019**

Members Present: Mrs. Tami Cullens, Chair
Mr. Tim Backer
Mr. Derren Bryan
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

Absent: Dr. Louis H. Kirschner

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mrs. Denise Carden
Mr. Erik Christensen	Ms. Cindy Garren	Mrs. Tina Gottus
Mr. Fred Hayes	Dr. James Hawker	Dr. Michele Heston
Mr. Don Kesterson	Mrs. Melissa Kuehnle	Ms. Melissa Lee
Mr. Keith Loweke	Ms. Dora Torres	Mr. Jonathan Stern
Dr. Sidney Valentine	Mrs. June Weyrauch	Dr. Tim Wise

Excused: Mr. Glenn Little

Others Present: Senator Ben Albritton

The regular meeting of the District Board of Trustees was called to order at 1:21 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

Mr. Bryan made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held October 30, 2019 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held September 25, 2019 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

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

Mr. Bryan thanked Senator Albritton for taking the time out of his busy schedule to join us today to honor Trustee Lambert and 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 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 renew a lease agreement with the Florida Department of Agriculture as presented.

(EXHIBIT "B")

5.3 Grant Awards

5.3.1 Health Sciences Instructional Technology & Community Health Initiatives

Highlands County Health Services \$13,000

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register as presented.

(EXHIBIT "C")

5.4.2 Property Deletion

Approved the deletion of College property from inventory records as presented.

(EXHIBIT "D")

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

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposal

Dr. Valentine presented the curriculum proposal and gave a brief overview to the Board. Dr. Valentine explained to the Board that the IT Project Management course credit length needed to be modified to a variable (2-4 crs.) which will allow the course to be included in additional programs without altering their program lengths. He also, stated a credit change will be helpful in meeting the minimum course participants and give students additional options that may be more in line with their interests. Dr. Valentine stated that by removing the prerequisite the course can be used in multiple programs.

(EXHIBIT "E")

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

8.0 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 2019.

(EXHIBIT "F")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$19,997.24** from September 11 through October 16, 2019. Mrs. Bateman gave a brief recap on the Foundation October 12 Showcase event. She informed the Board that the Foundation has received many messages for the Foundation to host this event again next year. Mrs. Bateman thanked our vendors who provided food and beverages. She gave a special thank you to Mr. Christensen and the mechatronics department for engraving the glasses that were used at the event. Mrs. Bateman shared that the Howl-at-the-Moon group donated all of the tips from that evening back to the Foundation. She reported to the Board that the Foundation's profit from the event was just over \$10,000. Mrs. Bateman informed the Board that she received a planned gift donation from Mr. Gabe Read and that it will be reflected in next month's report. She announced that Ms. Anastasia Saunders will start Friday, November 1 as the new Institutional Advancement & Alumni Development Coordinator. Mrs. Bateman gave a brief update on upcoming events for the Foundation. She announced that Mr. Ronnie Carter has agreed to be the event sponsor for the Million Dollar Hole-In One Shoot Out in January. Mrs. Bateman thanked Mr. Carter. Mrs. Bateman announced that three of our students who received the Janette Seamans Branham Memorial Scholarship were recognized by the Highlands County Bar Association at their gala. Mrs. Bateman shared that the Foundation recently received a thank you letter and picture from Ms. Cameron Chambers who was a 2017 recipient. She completed her associates degree with honors this past May and plans to continue on with her education at Florida State University. Mrs. Bateman reported that the bar association is ahead of their goal of achieving \$100,000 endowment level. She stated that she is grateful to the bar association for all that they do to support SFSC.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 10/30/19. He gave a brief description of the grants.

II. Submitted Proposals

A. Pathway to a Pipeline: Advanced Patient Care Technician Apprenticeship

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

B. Special Event – Lee Ann Womack

Highlands County Tourist Development Council (TDC) \$1,000

9.4 President's Report

Dr. Leitzel recognized Senator Albritton for attending the dedication for Trustee Lambert and all that he does for the college.

Dr. Leitzel reported on the following items:

1. Recognized and thanked the SFSC team members for their contributions to Trustee Lambert's dedication.
2. Highlighted: Delegation Meetings – Sebring, October 3 and Wauchula, October 10.
3. Shared he attended the FDOE Town Hall meeting on October 7 at Sebring Middle School.
4. Highlighted College Events: Popcorn with the President. Dr. Leitzel thanked Dr. Wise and team for organizing the event; College Connect with local high school counselors; Faculty Assessment. Dr. Leitzel thanked Dr. van der Kaay and Mrs. Cindy Kinser for hosting the event; Pete's Pantry at Jersey Mike's event. Dr. Leitzel informed the Board that Jersey Mike's donated all the proceeds from that night to SFSC for Pete's Pantry.
5. Announced the Mobile Welding Lab will be located at the DeSoto Campus for several weeks starting November 12.
6. Informed the Board that SFSC now has a chatbot on the website for Financial Aid. Dr. Leitzel asked Mrs. Weyrauch to demonstrate how the chatbot works for the Trustees.
7. Highlighted 2019 ACCT Leadership Congress in San Francisco. Dr. Leitzel thanked Mr. Christensen for his contributions to the Successful Institution OER Implementation panel. Dr. Leitzel shared that Mrs. Cullens was voted the Southern Regional Director for a three-year term. He thanked Mrs. Rider for representing SFSC as the voting delegate.
8. Tallahassee Update: New Funding Allocation Model (version III) was just released October 23-24. Dr. Leitzel stated there will be a briefing tomorrow, October 31 on the funding. Mr. Bryan questioned what the funding bans would consist. Dr. Leitzel addressed his question to the best of his knowledge.
9. Shared the Fund Florida Colleges website/landing page. Dr. Leitzel thanked Ms. Karen Moore and her team for their work.
10. Informed the Board that the Trustee reappointments are in progress. He asked the Trustees to inform him if they receive a call.
11. Up-coming College Events: SFSC hosting NJCAA/FCSAA District Volleyball Tournament – November 2-3; Veterans Day Celebrations – November 11 Enlightenment Circle, speaker Gen. Bobby Lee; DBOT Planning Workshop and Regular DBOT meeting – November 20, Dr. Leitzel highlighted Planning Workshop topics; SFSC Holiday Luncheon and Meritorious Awards – December 6; and AFC Trustees Commission Legislative Conference – January 15-16 at Florida State University.

9.4 Board Attorney's Report

Mrs. Karlson reminded the Board to check their email for the presidential evaluation form and the Board's self-evaluation form in the next couple of weeks.

9.5 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer thanked everyone who contributed to putting together the dedication for Mr. Lambert.

Mr. Bryan stated that he had a great time at the ACCT Leadership Congress conference in San Francisco. He shared some of his experience at the conference. Mr. Bryan thanked SFSC for allowing him to attend. He stated that he is grateful for Mr. Lambert being here today.

Mrs. Rider stated that she had a wonderful time at the ACCT Leadership Congress conference. She shared that she is thankful for SFSC and the Board of Trustees.

Mr. Wright no report.

Mr. Lambert gave an inspirational speech. He thanked everyone for what they do every day and that he is so proud of the support given to the Trustees.

9.6 Board Chair Report

Mrs. Cullens asked the Trustees to start thinking of goals the Board needs to accomplish to help improve them as a board or the college. She ask that they email them to Dr. Leitzel. Mrs. Cullens reminded the Board of the challenge to make a donation either monetary or food to Pete's Panther Pantry. Mrs. Cullens thanked Mr. Christensen for organizing the Veterans Day event. She recognized and thanked Mr. Christensen for his leadership and work on the OER panel at the ACCT Leadership Congress conference. Mrs. Cullens thanked SFSC for all their commitment and hard work. Mrs. Cullens asked if the college had plans to expand the EMS and Firefighter programs. She has heard about the need for more course opportunities from some in the community. Dr. Valentine addressed her concern along with Mr. Christensen of why our programs fill up quickly.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:42 p.m.




OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: NOVEMBER 20, 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

NOVEMBER 2019	DECEMBER 2019	JANUARY 2020
<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>	<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>
FEBRUARY 2020	MARCH 2020	APRIL 2020
<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>	<p>29 Board Meeting, 1 PM Highlands Campus</p>
MAY 2020	JUNE 2020	JULY 2020
<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>	<p>22 * Board Meeting, 1 PM Highlands Campus</p>
AUGUST 2020	SEPTEMBER 2020	OCTOBER 2020
<p>26 * Board Meeting, 1 PM Highlands Campus</p>	<p>23 * Board Meeting, 1 PM Highlands Campus</p> <p>30 – 10/3 ACCT Leadership Congress, Chicago</p>	<p>21 * Board Meeting, 1 PM Highlands Campus</p>

New Addition

Tentative *

2.0 Communications, Introductions, and Recognitions




OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: NOVEMBER 20, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Thomas Bohan	College Recruiter	Timothy Wise	08/01/19
Rodolfo Dela Cruz	Custodian	Denise Carden	08/19/19
Danielle Ochoa	Coordinator, Take Stock in Children	Jamie Bateman	07/01/19
Lettmarie Perez Martinez	Community Relations Specialist	Melissa Kuehnle	08/05/19
Daniel Sanches	Instructor, Biology (Interim)	James Hawker	08/12/19
Jennifer Serrano	Instructor, EMS	Steve Ashworth	08/19/19
Shannon St. Amant	Instructor, Biology	James Hawker	08/12/19
Shannon Zinck	Instructor, English	Theresa James	08/12/19




OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: NOVEMBER 20, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENT

Employee	Position	Dates of Service
Dee Etta Rawlings	Career Center Specialist	11/22/04 – 01/30/20

SUGGESTED MOTION:

Move to recognize the retirement of Dee Etta Rawlings for her many years of service to South Florida State College.

3.0 *Public Comment*

4.0 Presentations



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: NOVEMBER 20, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FLORIDA BLUE NURSING AND ALLIED HEALTH SCHOLARSHIP

The Florida College System Foundation received a generous gift of \$2.5 million from Florida Blue, formerly Blue Cross Blue Shield of Florida, Inc., to establish a statewide Nursing and Allied Health Scholarship. With matching funds from the State Legislature, the \$5 million endowment has provided over \$3.5 million in scholarships serving 7,944 students statewide since receiving the gift.


South Florida State College will be awarding 20 students from the dental, nursing, and radiography programs with the 2019-20 Florida Blue Nursing and Allied Health Scholarships totaling \$22,304.

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: NOVEMBER 20, 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	22
5.2	Agreements and Contracts	23
	5.2.1 Training Provider Agreement – Career Source Heartland	
5.3	Operating Actions	24
	5.3.1 Monthly Accounts Payable & Payroll Check Register	
	5.3.2 Property Deletion	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: NOVEMBER 20, 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:

Table with 3 columns: Name, Position, Effective Date. Row 1: Wolcheck, Jessica*, Program/Data Specialist, Panther Youth Partners, 11/04/19

*Transferring from Office Manager, DeSoto Campus position

II. RETIREMENTS:

Table with 3 columns: Name, Position, Effective Date. Row 1: Pressler, Charlotte, Professor, English/Humanities, 07/31/20

III. RESIGNATIONS:

Table with 3 columns: Name, Position, Effective Date. Row 1: Murphy, Javares, Specialized Maintenance: HVAC, 10/17/19. Row 2: Farmer, Mitzi, Cultural Programs Specialist, 11/08/19

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

Table with 3 columns: Name, Teaching Area, Rank. Row 1: Durrance, Isaac, Health Care Service/Health Service Administration, II

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




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: NOVEMBER 20, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – CAREER SOURCE HEARTLAND

Approval is requested to enter into a new training provider agreement between Career Source Heartland and South Florida State College for the purpose of providing services addressing soft skills and other training needs of local businesses in DeSoto, Hardee and Highlands Counties. Two (2) workshops will be conducted in DeSoto, two (2) in Hardee and four (4) in Highlands for a total of eight (8) workshops for the extent of this agreement. These workshops will include:

- How to Become a Great Communicator
- Creative Leadership and How to Supervise People
- How to Deliver Exceptional Customer Service
- Effective Techniques for Dealing with Difficult Customers

SUGGESTED MOTION:
Move to approve the agreement between Career Source Heartland and South Florida State College as presented.




OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: NOVEMBER 20, 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 October 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
July	523	\$781,521.65	97	\$939,710.13	564	\$200,959.65	1184	\$1,922,191.43
August	318	\$647,238.66	139	\$877,300.12	450	\$102,018.25	907	\$1,626,557.03
September	1372	\$1,608,617.00	126	\$937,620.36	552	\$130,869.42	2050	\$2,677,106.78
October	453	\$490,458.74	146	\$837,848.32	640	\$154,992.59	1239	\$1,483,299.65
November		\$0.00		\$0.00		\$0.00	0	\$0.00
December		\$0.00		\$0.00		\$0.00	0	\$0.00
January		\$0.00		\$0.00		\$0.00	0	\$0.00
February		\$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	2666	\$3,527,836.05	508	\$3,592,478.93	2206	\$588,839.91	5380	\$7,709,154.89

Payroll:						
	2019/2020 Checks		2019/2020 Electronic		2019/2020 Totals	
	No.	Amount	No.	Amount	No.	Amount
July	28	\$48,116.05	500	\$880,192.91	528	\$928,308.96
August	19	\$33,886.94	399	\$850,584.71	418	\$884,471.65
September	17	\$35,672.38	423	\$886,232.59	440	\$921,904.97
October	19	\$30,153.40	461	\$913,842.37	480	\$943,995.77
November		\$0.00		\$0.00	0	\$0.00
December		\$0.00		\$0.00	0	\$0.00
January		\$0.00		\$0.00	0	\$0.00
February		\$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	83	\$147,828.77	1783	\$3,530,852.58	1866	\$3,678,681.35

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	1,239	\$1,483,299.65	\$7,709,154.89
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		5,380	\$7,709,154.89	


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	480	943,995.77	\$3,678,681.35
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		1866	\$3,678,681.35	



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: NOVEMBER 20, 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 \$68,872 from SFSC property records. These items are beyond repair and will be held in storage until disposal.

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

<u>Tag #</u>	<u>Date Purchased</u>	<u>Description</u>	<u>Cost</u>	<u>Condition Code</u>
10928	12/23/1997	Gateway Computer	\$ 1,727	Poor
12268	1/25/2000	Gateway Computer	\$ 1,651	Poor
12702	4/12/2001	Dell Computer	\$ 1,253	Poor
12703	4/12/2001	Dell Computer	\$ 1,253	Poor
12704	4/12/2001	Dell Computer	\$ 1,253	Poor
12706	4/12/2001	Dell Computer	\$ 1,253	Poor
11850	6/30/1999	Popcorn Machine	\$ 1,779	Poor
13872	2/2/2005	Snapshot	\$ 3,698	Poor
13348	1/16/2004	Plasma Monitor	\$ 5,084	Poor
11958	4/6/2000	Vtel Sony 27" Monitor	\$ 1,075	Poor
15117	10/18/2007	Xerox Copier	\$ 6,831	Poor
12902	5/21/2002	Ice Machine	\$ 2,160	Poor
16359	6/30/2010	Refrigerator	\$ 2,724	Poor
7766	3/12/1992	Delta Wood Lathe	\$ 1,681	Poor
13242	3/13/2003	Washer	\$ 3,327	Poor
8810	10/5/1993	Lectern 32" Wide	\$ 1,572	Poor
9562	11/5/2002	Mobile Center	\$ 1,100	Poor
12348	2/18/2002	Scotchman Hydraulic Ironworker	\$ 12,063	Poor
8764	2/14/2002	Tool Cutter/Grinder Machine	\$ 5,985	Poor
557	9/10/1968	Air Conditioning & Refrig	\$ 2,505	Poor
12363	6/28/2000	2-Ton Puron A/C Straight	\$ 2,000	Poor
9075	5/10/1994	Mobile Multi-Media Instru	\$ 1,229	Poor
8780	6/21/1994	Vending Machine	\$ 2,902	Poor
13849	12/4/2004	HP Color Printer	\$ 2,768	Poor

Total: \$ 68,872

12819* 6/28/2001 Coachcraft 20' Trailer \$ 9,000 Poor


* Correction: Item removed from inventory in October 2019 in error. This item will be added back into the college's capital asset inventory.

6.0 Planning and Policy Issues



OFFICE OF THE PRESIDENT

Item 6.1

PRESENT TO BOARD: NOVEMBER 20, 2019
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: DBOT POLICY REVIEW AND REVISIONS

Staff reviewed each of the District Board of Trustees policies within the past year to ensure compliance with appropriate statutes, rules, and laws as well as to ensure currency. During the review period, minor, non-substantive changes were made (e.g. legal references, position and office titles, grammar, clarifications, etc.) to several policies to ensure currency in accordance with DBOT guidance.

Revisions to the attached policies (DBOT Policy 2.02, 3.16, 3.17, and 3.18) are recommended for Board approval. Additionally, it is recommended that DBOT Policy 3.24 be rescinded since essentially the same policy language is provided in DBOT Policy 3.23. The recommended changes appear in red on pages 30-40.

SUGGESTED MOTION:
Move to table approval of revisions to current DBOT policies 2.02, 3.16, 3.17, and 3.18 and to table the rescission of DBOT Policy 3.24.

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

POLICY NO. 2.02

TITLE: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES

LEGAL AUTHORITY: FLORIDA CONSTITUTION
ARTICLE 1, SECTION 9 AND ARTICLE IV, SECTION 7
FLORIDA STATUTES: 1001.61-65, 112.313, 112.52
STATE BOARD OF EDUCATION RULE 6A-14.024

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

The South Florida State College (SFSC) District Board of Trustees is a body politic and corporate entity. The terms "District Board" or "Board" as used herein shall mean the ~~SFCC-SFSC~~ District Board of Trustees, and its members.

The Board has been given the legal responsibility and authority over the institution to carry out all powers and perform all duties provided for in the Florida Statutes (FS) and the State Board of Education Rules but only when acting as a Board. No individual member or committee of the Board shall have the power to act on behalf of the Board, unless specifically and legally authorized to do so by action duly taken by the Board. In case of unusual circumstances, ad hoc committees of the Board will act on matters for which the committee is appointed, which action will be confirmed and approved at a regular Board meeting.

A. General:

The District Board shall consist of a certain number of members as required by appropriate governing law or rule.

The primary role of the Board is to establish policies that will allow the president to administer the College effectively and efficiently. The Board is the sole official policy making body of the College. The Board shall be responsible for determining which programs and services are needed to serve the educational needs of the district and for determining the effectiveness and efficiency of the programs and services in meeting those needs. Additionally, the Board exercises fiduciary oversight of the institution by approving the College's annual budget and reviewing financial statements at each Board meeting.

The president and administration are responsible for operating the College under those policies through established administrative procedures and programs, and for advising the Board on such matters.

Members of the Board shall serve without compensation but shall be reimbursed for reasonable expenses incurred in connection with their service as members. Expenses of the members shall be reimbursed in accordance with policies and procedures established by the College.

To continually improve their knowledge of community colleges, Board members should commit themselves to attend conferences, seminars, and meetings that pertain to their responsibilities, duties, and powers.

Board members should maintain the highest levels of integrity in the performance of their duties. The Board shall act in unity and act on matters that represent a majority of Board members. The Board shall not be controlled by a minority of Board members or by organizations or institutions separate from it. Accordingly, all members of the Board shall avoid any conflict of interest or appearance of impropriety. Any member who has direct or indirect interest in any matter presented to the District Board shall notify the chair of the Board of that potential conflict and shall not participate in any discussion, decision, vote, or proceedings of the District Board in connection with that matter.

The Board is responsible for safeguarding the institution and its employees from outside parties or organizations who desire to influence decisions or Board policy creation that is not in the best interest of the institution. Board members should feel free to interact and discuss potential questionable matters with the College's Board attorney.

The members of the Board shall be covered under the College's indemnity insurance policies, to indemnify and protect the Trustees when damages are sought for alleged negligent or wrongful acts while acting in their capacity as members of the Board.

B. Meetings:

Regular meetings: Regular meetings of the Board shall be held in accordance with a schedule determined by the Board at its annual organizational meeting or as necessary to exercise their power and perform their duties. Notice of each regular meeting will be published in accordance with Florida Statutes.

Organizational meetings: The Board shall organize itself at the beginning of each fiscal year to select a chair, a vice chair, and other officers as deemed necessary, and to establish the dates, times, and location for its regular meetings.

Special or emergency meetings: Special or emergency meetings of the District Board may be called by the chair or by a majority of the members of the Board. Notice of special or emergency meetings will be made in accordance with Florida Statutes. No business shall be conducted or transacted in special

or emergency meetings other than that which pertains to the purpose of the special or emergency meetings as set forth in the notice.

Conduct of District Board meetings: Except as may be otherwise provided by Board policy, the conduct of the meetings shall be governed by *Roberts Rules of Order*.

A majority of the voting members of the Board shall constitute a quorum. The voting method shall be determined at the discretion of the Board chair.

Except in an emergency as determined by the chair, the Board takes official action only on items which appear on the regular agenda. The agenda may be modified by a majority of the Board members present. The agenda may include a consent agenda with a variety of issues designed for one Board motion and vote. Upon request of any Board member, any issue may be removed from the consent agenda.

An individual or group may present an item for consideration by submitting the item in writing to the President's Office before noon, 14 days prior to a Board meeting, or at a time designated by the president. The Board chair may choose to recognize individuals or groups for public comment at such times designated on the approved agenda.

The District Board approves, disapproves, tables, or refers specific recommendations of the District Board to the president.

Complete and accurate minutes of each meeting shall be maintained ~~in an official book to be located~~ in the President's Office.

C. Election of Board officers:

The Board officers elected by and from the Board of Trustees shall be a chairperson, a vice chairperson, and such other Board officers as may be determined by the Board. The Board officers shall be elected annually during the annual organizational meeting, or whenever a vacancy occurs, and at such other times as decided by the Board. Each Board officer shall hold office until the next annual organizational meeting or until a successor has been elected. The Board Chair is the officer who presides over the Board of Trustees.

Unless otherwise determined by the Board, the vice chairperson will assume the office of the chairperson whenever the term of the chairperson ends or a vacancy occurs, but only if the current vice chairperson is willing and able to assume the office of chairperson. Unless otherwise decided by the Board, a new vice chairperson will then be elected. To allow each Board member an opportunity to serve as a Board officer, ~~it shall be the practice to elect~~ the Board will consider

electing a vice chairperson who has been a member of the Board for the longest period of time without serving as a chairperson.

Any officer of the Board of Trustees may be removed from office by a majority vote of the Board members present during any regular meeting in which a quorum is present, or during a special meeting called for that purpose in which a quorum is present.

D. Legal services to the Board:

The Board may appoint an attorney who is not a member of the Board to serve at the pleasure of the Board. The attorney shall render legal opinions, represent the Board in legal proceedings, review and prepare legal documents, and attend meetings of the Board. The attorney shall call the Board's attention to any action or proposed action which is contrary to federal, state, or local laws, or to the policies of the College, or to contracts between the College and any persons, association, corporation, or governmental entity.

E. Appointment, suspension, and removal of Board members:

Members of the District Board of Trustees of SFSC are appointed by the Governor of Florida and confirmed by the Senate in regular session in accordance with FS 1001.61 (2). The suspension and removal of a member of the District Board of Trustees of a Florida community College is governed by the procedures set forth in Article IV, Section 7 of the Florida Constitution and Title X, Chapter 112, Section 52, and Title XLVIII, Section 1001.61 (4) of the FS. Causes for suspension or removal are outlined in these provisions and due process is afforded the affected trustees as defined in the Florida Constitution Article I, Section 9.

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

Issued by District Board of Trustees: 8/10/84

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

Revised: 8/20/87, 11/28/01, 12/10/08, 4/28/10, xx/xx/xx

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

POLICY NO. 3.16

TITLE: ADMISSIONS OF STUDENTS ~~PRIORITIES~~

LEGAL AUTHORITY: FLORIDA STATUTE 1007.263

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT
SERVICES/STUDENT SERVICES

The president is authorized to establish rules governing the admissions ~~priorities~~ of students to South Florida State College in accordance with statute, law, and rule, ~~and in accordance with the following priorities:~~

~~Option I~~

~~Priorities for admission (Open door):~~

- ~~A. Readmitted and new in-district applicants for associate and baccalaureate degrees, certificate, advanced technical diploma, and adult education programs as they complete all admission requirements.~~
- ~~B. Readmitted and new in-state applicants for associate and baccalaureate degrees, certificate, advanced technical diploma, and adult education programs as they complete all admission requirements.~~
- ~~C. Readmitted and new in-district and in-state special student applicants as they complete all admission requirements.~~
- ~~D. Readmitted and new out-of-state applicants, regardless of classification, as they complete all admission requirements.~~
- ~~E. Foreign student applicants for associate and baccalaureate degrees, certificate, or advanced technical diploma programs as they complete all admission requirements. Applications from foreign applicants for special student classification will not be accepted.~~

~~Option II~~

~~Priorities for admission if there is an enrollment cap:~~

- ~~A. Readmitted in-district applicants for associate and baccalaureate degrees, certificate, advanced technical diploma, and adult education programs as they complete all admission requirements.~~

~~B. New in district applicants for associate and baccalaureate degrees, certificate, advanced technical diploma, and adult education programs as they complete all admission requirements.~~

~~C. Readmitted and new in state applicants for associate and baccalaureate degrees, certificate, advanced technical diploma, and adult education programs as they complete all admission requirements.~~

~~D. New in district special student applicants as they complete all admission requirements.~~

~~E. New in state special student applicants as they complete all admission requirements.~~

~~F. New out of state applicants as they complete all admission requirements.~~

~~G. Applications from foreign applicants will be accepted on a space available basis.~~

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

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/1/04, 7/1/07, 7/22/09, 6/27/12

Revised: 11/28/01, xx/xx/xx

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

POLICY NO. 3.17

TITLE: STUDENT PERFORMANCE STANDARDS FOR THE AWARD OF THE ASSOCIATE DEGREE AND BACCALAUREATE DEGREE

LEGAL AUTHORITY: FLORIDA STATUTES 1004.68, 1007.25, 1007.263
STATE BOARD OF EDUCATION RULE 6A-10.030, 6A-10.0316

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT SERVICES

The president is authorized to adopt rules establishing student performance standards for the award of degrees and certificates.

~~Florida Statutes and State Board of Education Rules designate unique graduation requirements for students receiving an associate or baccalaureate degree. General education requirements, as well as course communication and computational competencies, have been determined by state universities and community colleges to be necessary for successful performance and progression through the baccalaureate level.~~

~~General education requirements:~~

~~Prior to receipt of an associate or baccalaureate degree students must complete the required Board approved general education requirements that will include, but is not limited to, six college credit hours of English coursework and six additional college credit hours in which the student is required to demonstrate college level writing skills through multiple assignments. Six college credit hours of mathematics coursework at the level of college algebra or higher are also required.~~

~~Communication and computational competencies requirements:~~

~~The demonstration of college level communication and computation proficiencies is required for the award of the associate or baccalaureate degree. Students will demonstrate proficiency by successful course completion (grade of C or better), through additional area coursework or by testing.~~

~~The college shall provide the following alternatives to assist students in meeting the communication and computational competencies requirements:~~

- ~~A. The District Board of Trustees shall approve the general education core courses in which communication and computational skills will be taught in accordance with appropriate Florida Statutes and State Board of Education Rules.~~

PROPOSED

- ~~B.—The president is authorized to appoint a committee of faculty and designated staff to recommend changes to the general education core curriculum and related procedures as needed.~~
- ~~C.—The District Board of Trustees authorizes the college to accept AP/CLEP and other approved testing scores for the purpose of students earning credits toward a degree or certificate. The college shall follow the state of Florida guidelines in determining the college credit to be awarded. Students who successfully earn credit for communication and computation courses will also meet the competency requirements.~~
- ~~D.—All credit by examination challenges to courses which contain a writing requirement must conform to the writing intensive requirement for the student to receive credit.~~
- ~~E.—The president shall establish procedures whereby students with documented disabilities may request waivers from the general education, communication, and/or computational requirements.~~

HISTORY: Last ~~Reviewed~~ Revised: ~~5/11/10~~ xx/xx/xx

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/1/04, 7/1/07, 5/11/18

Revised: 9/23/09, 7/25/12, xx/xx/xx

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

POLICY NO. 3.18

TITLE: PLACEMENT EXAM REQUIREMENTS

LEGAL AUTHORITY: FLORIDA STATUTE 1008.02, 1008.30

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES

The president is authorized to develop a plan to implement the developmental education strategies pursuant to Florida Statutes.

~~Students entering South Florida State College, who are pursuing the following degrees or certificates, shall be required to take placement exams:~~

- ~~1. Associate in Arts Degree~~
—
- ~~2. Associate in Science Degree~~
- ~~3. Associate in Applied Sciences Degree~~
—
- ~~4. Occupational or college credit certificate~~

~~— In addition, students wishing to enroll in any college credit English, mathematics, or reading course shall be required to take placement exams.~~

~~— Exceptions to this requirement may be granted for students who have already earned associate or baccalaureate degrees from regionally accredited colleges or universities, or who have satisfactorily completed prerequisite courses at a regionally accredited college or university.~~

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

Issued by District Board of Trustees: 8/10/84
Reviewed: 7/1/04, 7/1/07, 7/22/09, 6/27/12
Revised: 1/28/01, xx/xx/xx

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

POLICY NO. 3.24

TITLE: FINANCIAL AID (TITLE IV REFUNDS AND REPAYMENTS)

LEGAL AUTHORITY: 34 CFR 600, 668, 682
FLORIDA STATUTES: 1001.64, 1001.65

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES/
FINANCIAL AID

The president is authorized to establish procedures regarding allocation of student refunds/repayments among Title IV Programs within Federal guidelines.

HISTORY: Last Reviewed 6/27/12

Issued by District Board of Trustees: 4/29/89
Reviewed: 7/1/04, 7/1/07, 7/22/09, 6/27/12
Revised: 11/28/01

Note: Request to Rescind Policy 3.24 because the same verbiage is already in Policy 3.23 (B) creating no need for this Policy.

SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES

POLICY NO. 3.23

TITLE: STUDENT FINANCIAL AID AND FEE WAIVERS

LEGAL AUTHORITY: 34 CFR PART 668
FLORIDA STATUTES 1001.64, 1001.65, 1009.26, 1009.265
SBE Rule 6A-14.0305

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES/
FINANCIAL AID

Financial aid for South Florida State College (SFSC) students consists of federal, state, and local grants; scholarships; fellowships; fee waivers; work-study positions; and loans. Due to the importance and the complexity of the eligibility qualifications for each type of aid, the decision as to which type or combination of financial aid for each student must rest within a framework of authorized procedures based upon grantor restrictions.

The president is authorized to establish financial aid administration procedures including but not limited to the following subjects to ensure the most appropriate program administration while providing the maximum financial aid to students:

- A. A procedure to provide for verification of student aid application information within federal guidelines
- B. A procedure regarding allocation of student refunds/repayments among Federal Title IV Programs within federal guidelines
- C. A procedure to provide fee waivers

HISTORY: Last Reviewed 10/22/19

Issued by District Board of Trustees: 8/10/84
Reviewed: 7/1/04, 7/1/07, 6/27/12, 9/15/15, 10/22/19
Revised: 6/11/91, 1/22/02, 1/28/09


7.0 Academic and Student Matters

8.0 Purchasing and Other Action Items



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: NOVEMBER 20, 2019
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: SFSC 2019-20 REVISED SALARY SCHEDULE

Revisions to the South Florida State College 2019-20 Salary Schedule are presented for your consideration (attached). The proposed revisions have been made to comply with recent changes in the Fair Labor Standards Act (FLSA) related to overtime compensation which are scheduled to go into effect on January 1, 2020. Under the new FLSA regulations, many of SFSC's professional-level positions, all of which are currently exempt from overtime, will become non-exempt and, therefore, eligible for overtime consideration. The new minimum annual salary threshold for professional-level overtime exemption will change from \$23,660 to \$35,568. As a result, Professional Level One positions will be classified as non-exempt, while Professional Levels Two and Three positions will remain exempt. Several positions currently classified as Professional Level One have been moved to Professional Level Two and will remain exempt from overtime compensation.


The revised salary schedule also includes updates to position titles and classifications that have occurred since its approval in May. Your consideration of the proposed salary schedule revisions are appreciated

SUGGESTED MOTION:
Move to approve the revised Salary Schedule as presented.



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: NOVEMBER 20, 2019
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 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 8.3

PRESENT TO BOARD: NOVEMBER 20, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SFSC STRATEGIC PLAN

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 2024”, 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.

9.0 Reports




OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: NOVEMBER 20, 2019

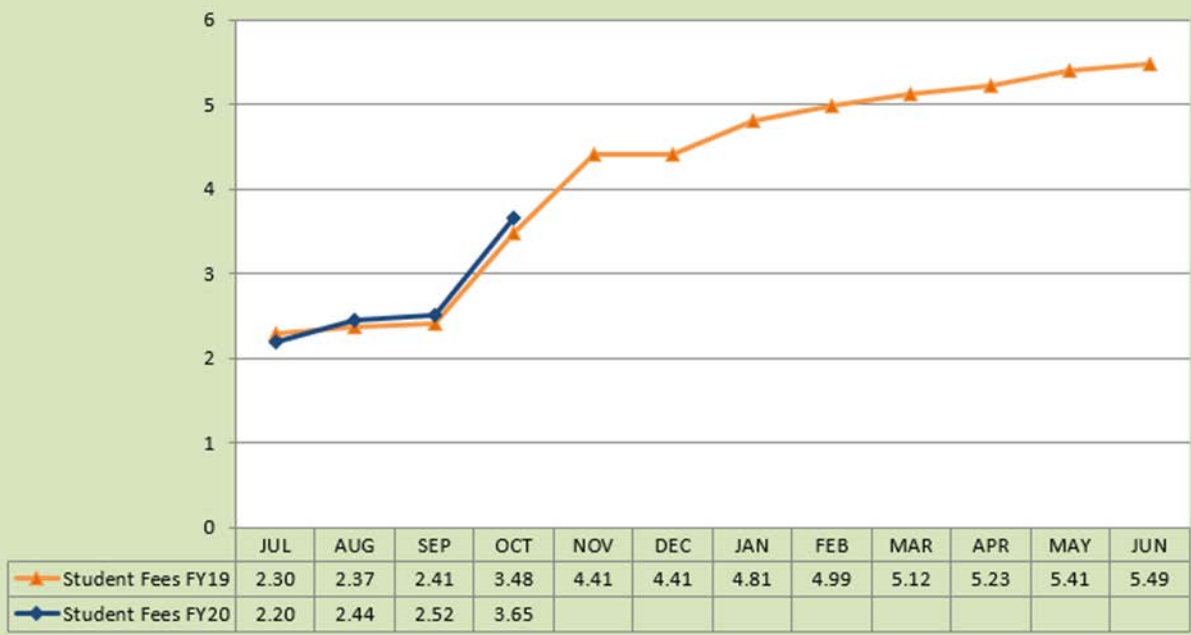
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

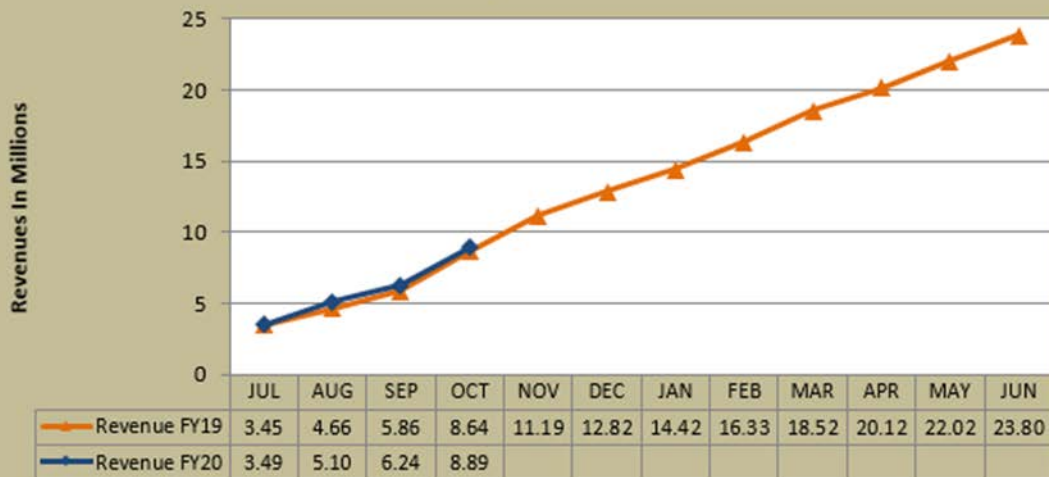
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

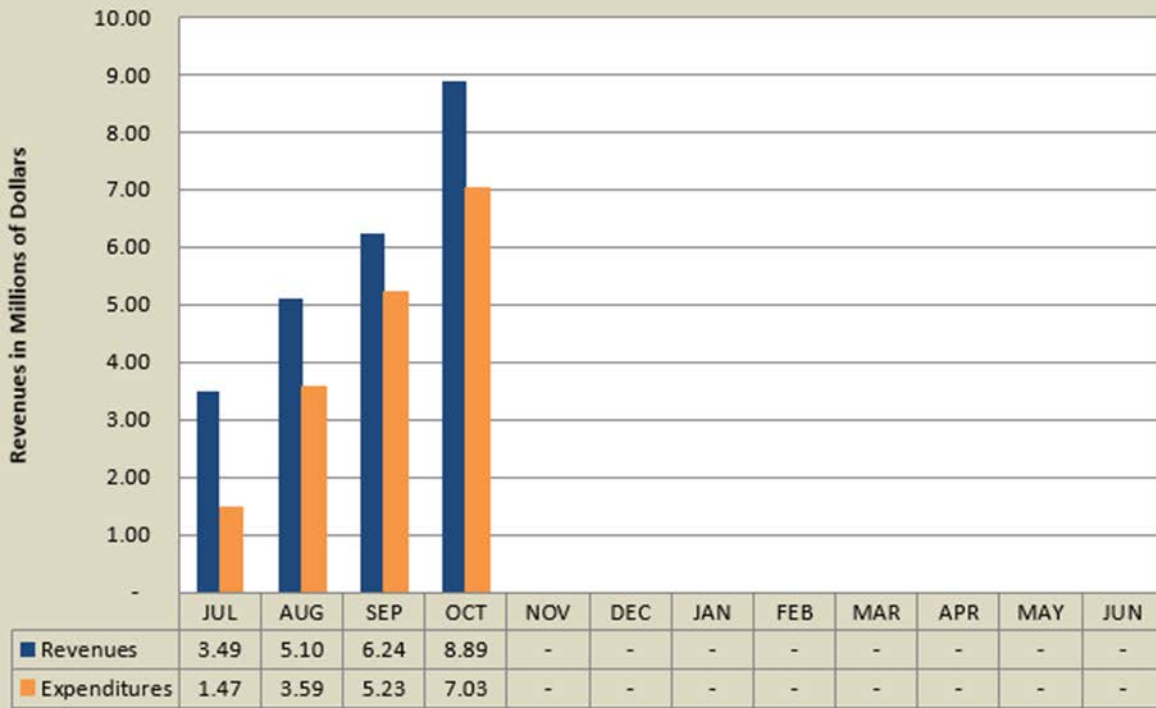
**South Florida State College
Fund 1 Student Fee Revenue, FY 19 vs FY 20**



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 October 31, 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	3,184,380.32	1,120,249.68	73.98%
404XX	Lab Fees	434,750.00	299,187.21	135,562.79	68.82%
408XX	Technology Fees	184,000.00	121,421.15	62,578.85	65.99%
405-407XX, 409XX	Other Student Fees	121,260.00	48,453.29	72,806.71	39.96%
416XX	Grants and Contracts from Counties	596,375.00	25,000.00	571,375.00	4.19%
42110	FCSPF-General Revenue	14,167,195.00	4,724,549.00	9,442,646.00	33.35%
4215X	Performance Based Incentive	579,519.00	138,173.00	441,346.00	23.84%
42210	CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
42610	FCSPF-Lottery	2,181,088.00	242,343.00	1,938,745.00	11.11%
429XX, 439XX	Indirect Costs Recovered	178,024.00	37,050.53	140,973.47	20.81%
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	25,108.68	74,891.32	25.11%
466XX, 467XX	Other Sales and Services	107,275.00	22,802.09	84,472.91	21.26%
48100	Interest and Dividends	10,000.00	10,050.90	(50.90)	100.51%
487XX, 489XX	Fines and Penalties/Miscellaneous	121,327.00	6,547.89	114,779.11	5.40%
49XXX	Transfers and Other Revenues	500,000.00	842.54	499,157.46	0.17%
	Total Revenue	\$ 23,600,543.00	\$ 8,887,933.60	\$ 14,712,609.40	37.66%
51XXX	Management	1,830,740.00	610,246.70	1,220,493.30	33.33%
52XXX	Instructional	4,710,250.00	1,326,945.55	3,383,304.45	28.17%
53XXX	Other Professional	2,874,591.00	910,271.32	1,964,319.68	31.67%
54XXX	Career Staff	2,472,633.00	791,611.89	1,681,021.11	32.01%
56XXX	Other Professional-Instructional	1,429,240.00	337,181.70	1,092,058.30	23.59%
57XXX	Other Professional-Tech/Clerical/Trade	157,314.00	36,770.14	120,543.86	23.37%
58XXX	Student Employment	25,000.00	799.47	24,200.53	3.20%
585XX	Employees Awards	225,245.00	-	225,245.00	0.00%
59XXX	Benefits	4,599,724.00	1,244,483.95	3,355,240.05	27.06%
	Total Personnel	\$ 18,324,737.00	\$ 5,258,310.72	\$ 13,066,426.28	28.70%
605XX	Travel	278,945.00	40,562.76	238,382.24	14.54%
61000	Freight and Postage	21,478.00	3,918.49	17,559.51	18.24%
615XX	Telecommunications	62,000.00	9,818.81	52,181.19	15.84%
62000	Printing	41,193.00	4,998.79	36,194.21	12.14%
625XX	Repairs and Maintenance	1,059,233.00	427,193.73	632,039.27	40.33%
63000	Rentals	159,994.00	46,955.77	113,038.23	29.35%
635XX, 637XX	Insurance	441,174.00	39,621.75	401,552.25	8.98%
640XX	Utilities	1,648,170.00	563,345.58	1,084,824.42	34.18%
645XX	Other Services	649,301.00	247,670.29	401,630.71	38.14%
64700	Grant Aid	4,280.00	887.97	3,392.03	20.75%
650XX	Professional Fees	128,505.00	43,792.58	84,712.42	34.08%
655XX	Education Office/Dept Material Supp	642,996.00	189,577.08	453,418.92	29.48%
657XX	Data Software	35,070.00	13,311.18	21,758.82	37.96%
66000	Maint/Construction Material/Supp	327,500.00	67,439.04	260,060.96	20.59%
665XX	Other Materials and Supplies	129,046.00	25,554.11	103,491.89	19.80%
670XX	Subscriptions/Library	55,950.00	12,428.38	43,521.62	22.21%
675XX	Purchases for Resale	40,800.00	6,093.63	34,706.37	14.94%
680XX	Scholarships	45,000.00	7,214.00	37,786.00	16.03%
69XXX	Transfers and Other Expenses	125,000.00	2,824.58	122,175.42	2.26%
	Total Current Expenses	\$ 5,895,635.00	\$ 1,753,208.52	\$ 4,142,426.48	29.74%
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: NOVEMBER 20, 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 October 2019 meeting of the College District Board of Trustees. The included dates are October 17, 2019 to November 5, 2019. The total amount reported is **\$267,458.10**.

II. Foundation Update

- Avon Park Chamber Presentation
- Heartland Living Magazine photo shoot at the Jacaranda
- Take Stock in Children Round Table discussion in Orlando
- Hardee Lunch n Learn Presentation
- Women's Club of Sebring Banquet
- Jubilee, Giving Tuesday, Christmas Luncheon and Million Dollar Events

South Florida State College Foundation
Gift Summary Report 10/17/19 - 11/5/19

Fund ID	Fund Description	# Gifts	Cash	GIK	Total
1000	Unrestricted	15	\$251.00	\$0.00	\$251.00
2000	Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$6.00
3021	Highlands Health Services Grant	1	\$13,000.00	\$0.00	\$13,000.00
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	3	\$30.97	\$0.00	\$30.97
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	2	\$5,607.49	\$0.00	\$5,607.49
5095	Dental Programs	1	\$25.00	\$0.00	\$25.00
5110	Highlands County Bar Association Scholarship	6	\$1,600.00	\$0.00	\$1,600.00
5143	Nursing Programs	2	\$20,000.00	\$0.00	\$20,000.00
5150	Highlands Soil & Water Conservation District <u>S'ship</u>	1	\$2,000.00	\$0.00	\$2,000.00
5158	TSIC Scholarships	9	\$591.00	\$0.00	\$591.00
6005	Partnership Project	4	\$174,160.14	\$0.00	\$174,160.14
6007	Field House Project	1	\$50,000.00	\$0.00	\$50,000.00
6010	STEM Endowment	1	\$10.00	\$0.00	\$10.00
Grand Totals:		60	\$267,458.10	\$0.00	\$267,458.10

60 Gift(s) listed

50 Donor(s) listed