



**SFSC
District Board of Trustees
Regular Meeting
January 29, 2020**

**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: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of January 29, 2020 be adopted.

SUGGESTED MOTION:

**Move to adopt the agenda of the regular meeting of
January 29, 2020 as presented.**

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
JANUARY 29, 2020
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 Planning Workshop – November 20, 2019
 - 1.2.2 Regular Meeting – November 20, 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 Grant Awards
 - 5.2.1 Pathway to a Pipeline: Advanced Patient Care Technician Apprenticeship - \$78,556
 - 5.3 Operating Actions
 - 5.3.1 Monthly Accounts Payable & Payroll Check Register
 - 5.3.2 Property Donation – Golf Cart
- 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 President's Annual Performance Review
 - 8.2 District Board Of Trustees Annual Self-Evaluation Review
- 9.0 Reports
 - 9.1 Financial Report
 - 9.2 Foundation Report
 - 9.3 Grants Development Report
 - 9.4 President's Report
 - 9.5 Board Attorney Report
 - 9.6 Board Member Reports
 - 9.7 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

Item 1.2.1

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – PLANNING WORKSHOP MEETING – NOVEMBER 20, 2019

It is recommended that the minutes of the planning workshop held November 20, 2019 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:

**Move to approve the minutes of the November 20, 2019
planning workshop as presented.**

**PLANNING WORKSHOP MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
NOVEMBER 20, 2019**

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

Excused: Mr. Ken Lambert

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
	Ms. Cindy Garren	Dr. Michele Heston	Mr. Don Kesterson
	Mrs. Melissa Kuehnle	Ms. Melissa Lee	Mr. Glenn Little
	Mr. Jonathan Stern	Dr. James Hawker	Dr. Sidney Valentine
	Dr. Chris van der Kaay	Mrs. June Weyrauch	Dr. Tim Wise

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 10:09 a.m., the Planning Workshop of the District Board of Trustees was called to order on the Highlands Campus by Board Chair, Mrs. Tami Cullens.

Dr. Leitzel gave a brief overview to the Board of the Planning Workshop. Dr. Leitzel reviewed the college's Mission Statement and Core Values. He distributed a handout to the Board from SACSCOC Principles of Accreditation which included Section 4: Governing Board, and Section 5: Administration and Organization. The Board reviewed Section 4: Governing Board, and Section 5: Administration and Organization.

AFFIRMATION OF SFSC MISSION STATEMENT

The Board reviewed the current SFSC Mission Statement. Dr. Leitzel stated that the document would be recommended for affirmation during the regular Board meeting following the workshop. No changes were recommended by the Trustees.

NATIONAL & INSTITUTIONAL DATA AND TRENDS

Dr. van der Kaay presented college data, and trends from the National Community College Benchmark Project.

Mr. Wright stated he would like to have the Institutional Profile and the SFSC Headcount Distribution by Location: 2018-19. Dr. Leitzel informed Mr. Wright that Mrs. Kuehnle will have an updated pocket brochure in January. Mr. Wright questioned what the percent is of day/night classes on each campus. Dr. van der Kaay addressed his question.

Mr. Bryan questioned if state data is used first in the reporting models and if there is no state data available, does Dr. van der Kaay use national data. Dr. van der Kaay addressed Mr. Bryan's question when state vs. national data is used in his reporting models.

CORE INDICATORS OF EFFECTIVENESS

Dr. van der Kaay presented the SFSC Core Indicators of Effectiveness: 2019.

Mrs. Puckorius questioned how the core indicators are measured year to year. To address her question, Dr. van der Kaay gave a brief overview of how indicators are measured over the years.

STRATEGIC PLANNING

Dr. van der Kaay presented the college's Strategic Plan 2019-2024 – Destination 2024 for the Trustee's review.

Dr. Leitzel thanked Dr. van der Kaay for all his hard work and his presentations.

POLICY REVIEW AND REVISIONS

Dr. Leitzel presented and discussed the proposed changes to the following policies:

- 1) Policy 2.02 South Florida State College District Board of Trustees
- 2) Policy 3.16 Admissions of Students
- 3) Policy 3.17 Student Performance Standards for the Award of the Associate Degree and Baccalaureate Degree
- 4) Policy 3.18 Placement Exam Requirements

Dr. Leitzel presented and discussed the recommendation to rescind the following policy:

- 1) Policy 3.24 Financial Aid (Title IV Refunds and Repayments)

With regard to Policy 2.02, Mr. Bryan questioned the statement, "The Board shall act in unity and act on matters that represent a majority of Board members". Dr. Leitzel and Dr. Valentine addressed Mr. Bryan's question. Mr. Bryan stated his concern with the phrasing of the statement, "The Board Chair is the officer who presides over the Board of Trustees." Dr. Leitzel and Mr. Little addressed Mr. Bryan's concern. Dr. Kirschner stated his concern with striking, "it shall be the practice to elect" from the statement, "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". The Board discussed the recommended statement. Mr. Bryan recommended changing the wording "it shall" to "should". Mrs. Karlson addressed and agreed with Mr. Bryan's recommendation. The policy now includes the word "should".

The proposed Policy Review action for motion is as follows:

The DBOT moves to table approval of revisions to current DBOT policies 2.02, 3.16, 3.17, and 3.18 with discussed recommend changes and to table the rescission of DBOT Policy 3.24.

Dr. Leitzel stated that the proposed action would be recommended for approval during the regular Board meeting following the workshop.

There being no further discussion, the Planning Workshop adjourned at 12:20 p.m.



OFFICE OF THE PRESIDENT

Item 1.2.2

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – NOVEMBER 20, 2019

It is recommended that the minutes of the regular meeting held November 20, 2019 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:

Move to approve the minutes of the November 20, 2019 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
NOVEMBER 20, 2019**

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

Excused: Mr. Ken Lambert

Staff Present:	Mr. Steve Ashworth	Mrs. Jamie Bateman	Mrs. Ashley Bennett
	Mr. Tom Bohan	Mr. Erik Christensen	Mr. Rodolfo Dela Cruz
	Dr. Robert Flores	Ms. Cindy Garren	Dr. James Hawker
	Dr. Michele Heston	Dr. Theresa James	Mr. Don Kesterson
	Mrs. Melissa Kuehnle	Mrs. Deborah Latter	Ms. Melissa Lee
	Mr. Glenn Little	Mrs. Lettmarie Perez Martinez	Ms. Danielle Ochoa
	Dr. Daniel Sanches	Ms. Jennifer Serrano	Dr. Shannon St. Amant
	Mr. Jonathan Stern	Dr. Sidney Valentine	Dr. Chris van der Kaay
	Mrs. June Weyrauch	Dr. Tim Wise	Dr. Shannon Zinck

Others Present: Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:03 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mrs. Tami Cullens.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mr. Bryan, to adopt the agenda of the regular meeting held November 20, 2019 as presented.

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, 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 Mr. Wright, to approve the minutes of the regular meeting held October 30, 2019 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, 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
Thomas Bohan	College Recruiter	Timothy Wise	08/01/19
Rodolfo Dela Cruz	Custodian	Robert Flores	08/19/19
Danielle Ochoa	Coordinator, Take Stock in Children	Jamie Bateman	07/01/19
Lettmarie Perez Marinez	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

2.2 Employee Retirement Acknowledgement

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

Dr. Leitzel informed the Board due to a sudden illness Ms. Rawlings was not able to be recognized in person at the DBOT meeting. He stated that she will be presented with a plaque at a later date.

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

Dr. Leitzel introduced Mrs. Bateman who stated that 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. South Florida State College awarded 20 students from the dental, nursing, and radiography programs with the 2019-20 Florida Blue Nursing and Allied Health Scholarships totaling \$22,304. The students were brought forward and introduced by Dr. Michele Heston and staff to receive their scholarship from Mrs. Tami Cullens, SFSC Board Chair and chair of the Florida College System Foundation Board and Mrs. Jamie Bateman, Executive Director for Institutional Advancement.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments: full-time professional; retirements; resignations; and adjunct faculty 2019-20, academic year as needed.

(EXHIBIT "A")

5.2 Agreements and Contracts

- 5.2.1** Approved a new agreement between Career Source Heartland and South Florida State College as presented.

(EXHIBIT "B")

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

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

(EXHIBIT "C")

5.3.2 Property Deletion

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

(EXHIBIT "D")

Mr. Wright made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.3.2 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

6.1 Policy Review and Revisions

Dr. Leitzel gave a brief overview of the proposed revisions that were presented to the Board during the Planning Workshop. He stated that SFSC staff has reviewed each of the DBOT 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.

(EXHIBIT "E")

Mr. Backer made a motion, seconded by Mrs. Puckorius, to table the discussed and approved recommended revisions to current DBOT policies 2.02, 3.16, 3.17, and 3.18 and to table the rescission of DBOT Policy 3.24. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 SFSC 2019-20 Revised Salary Schedule

Mr. Little presented the revisions to the South Florida State College 2019-20 Salary Schedule. He stated 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.

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

(EXHIBIT "F")

8.2 SFSC Mission Statement Affirmation

The Board reviewed the current SFSC Mission Statement. No changes were recommended.
(EXHIBIT "G")

Mrs. Bryan made a motion, seconded by Mr. Wright, to affirm the South Florida State College Mission as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

8.3 SFSC Strategic Plan

Dr. Leitzel presented the South Florida State College Strategic Plan for approval.
(EXHIBIT "H")

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

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 October 2019. Mr. Wright questioned when should or how often the Fund Balance should be reviewed. Mr. Little addressed his question by stating that Fund Balance is reviewed at year-end.

(EXHIBIT "I")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$267,458.10** from October 17 through November 5, 2019. Mrs. Bateman announced the Foundation, Jacaranda, SFSC culinary arts program and the Hartt family will be featured in the upcoming Heartland Living Magazine December/January edition. She informed the Board that the Take Stock in Children group attended a round table discussion in Orlando. Mrs. Bateman gave a brief overview of the event. Mrs. Bateman announced she along with Mrs. Kuehnle will be presenting at the Hardee Chamber Lunch n Learn on Thursday, November 21. Mrs. Bateman gave a recap of upcoming Foundation events such as Jubilee – December 2, Giving Tuesday – December 3, Foundation Christmas Luncheon – December 5 and the Million Dollar Hole In One Shootout – January 16-19. She informed the Board that the Foundation has received two planned gifts in the past two weeks. Mrs. Bateman stated one is specific to TSIC and the other has yet to be indicated. She shared the beginning discussion stages and will share more when the information becomes available.

9.3 President's Report

Dr. Leitzel thanked everyone who was able to attend the dedication for Trustee Lambert. He gave a special thanks to Mrs. Cullens for her speech.

Dr. Leitzel reported on the following items:

1. Distributed The Aspen Institute College Excellence Program Top 150 college listing. Dr. Leitzel thanked Dr. Valentine, the deans, and Dr. van der Kaay for the work they are doing for the application.
2. Highlighted Graduations: Corrections – November 1; and Paramedic – November 7.
3. Veterans Day Celebration – November 11 – Dr. Leitzel gave a special thanks to Mrs. Cullens and Mr. Christensen for their contributions to the events.
4. Shared PTK inducted 22 new members on November 8.
5. Announced the Mobile Welding Lab located at the DeSoto Campus has twelve students in the current welding class.
6. Informed the Board that he attended the Heartland 2060 event held at the Lake Placid Town Center where Dr. Valentine was on the panel.
7. Parkway Update: Dr. Leitzel highlighted the completion of the parkway. He announced that it has been named Panther Parkway and has an official opening date of December 7.
8. Highlighted the Division II Volleyball Weekend that SFSC hosted on the weekend of November 1.
9. Olive Grove Update: Dr. Leitzel shared progression pictures of the SFSC grove site.
10. Tallahassee Update: Dr. Leitzel informed the Board that the Governor's Budget was released November 18. He stated that college budgets are under review and the SFSC responded to a recurring item, the Shepard's Field Agriculture Initiative.
11. Reminded the Board of the AFC Trustees Commission Legislative Conference to be held at Florida State University January 15-16.
12. Announced a special initiative/unique opportunity. Dr. Leitzel gave a brief overview of a meeting that he attended for the Hemp4Water project. Dr. Leitzel asked permission from the Board to submit an application for the research project. The Board unanimously endorsed SFSC to submit an application.
13. Up-coming College Events: SFSC Holiday Luncheon and Meritorious Awards – December 6; and Fall Commencement – December 12. Dr. Leitzel asked permission to recognize Mr. Lewis Calvin Cooper, III at Commencement, the student recently passed. The Board approved recognizing the deceased student at Commencement.

9.4 Board Attorney's Report

Mrs. Karlson reminded the Board that the presidential evaluation form and the Board's self-evaluation form deadline is January 8. She wished everyone a Happy Thanksgiving.

9.5 Board Members' Reports

Mrs. Puckorius wished everyone a Happy Thanksgiving and Merry Christmas.

Mr. Backer thanked everyone who contributed to the Planning Workshop and wished a Happy Thanksgiving.

Mr. Bryan wished everyone a Happy Holidays.

Dr. Kirschner wished everyone a Happy Holidays.

Mrs. Rider wished everyone a Happy Thanksgiving and Holiday.

Mr. Wright thanked Dr. Leitzel and Mrs. Kuehnle for the photos that were taken at the dedication for Trustee Lambert.

9.6 Board Chair Report

Mrs. Cullens commended Dr. van der Kaay on his reporting of opportunities for the college to improve. She stated that Dr. van der Kaay is always positive with his information and that there is always room to improve. Mrs. Cullens thanked Dr. van der Kaay for all his work on the Planning Workshop.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:21 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: REVIEW OF AGENDA MASTER CALENDAR

Information:

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

District Board of Trustees Agenda Master Calendar

JANUARY 2020		FEBRUARY 2020		MARCH 2020	
14	2020 Legislative Session Begins	9-12	ACCT National Legislative Summit, Washington, DC	11	Board Meeting, 1 PM Highlands Campus
15-16	AFC Trustees Commission Legislative Conference, Champion Club, Florida State University			16-20	Spring Break
29	Board Meeting, 1 PM Highlands Campus				
APRIL 2020		MAY 2020		JUNE 2020	
16	Foundation Spring Event, TBD	5	Spring Commencement	24	Board Meeting, 1 PM Highlands Campus
29	Board Meeting, 1 PM Highlands Campus	27	Board Meeting, 1 PM Highlands Campus Budget Workshop, 10 AM Highlands Campus		
JULY 2020		AUGUST 2020		SEPTEMBER 2020	
22	* Board Meeting, 1 PM Highlands Campus	26	* Board Meeting, 1 PM Highlands Campus	23	* Board Meeting, 1 PM Highlands Campus
				30 – 10/3	ACCT Leadership Congress, Chicago
OCTOBER 2020		NOVEMBER 2020		DECEMBER 2020	
21	* Board Meeting, 1 PM Highlands Campus	TBD	* Board Meeting, 1 PM Highlands Campus	10	Foundation Christmas Luncheon, Hotel Jacaranda, 11:30 AM
		30	Jacaranda Jubilee, Hotel Jacaranda, 6:30 PM	TBD	* Board Meeting, 1 PM Highlands Campus

New Addition
Tentative *

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Dolores Breedlove	Case Data Specialist, Farmworker Career Development Program	Tara Jefferies	10/07/19
Mary "Kate" Calvin	Instructor, Chemistry	James Hawker	08/12/19
Heylis Cortes	Staff Assistant I, Human Resources	Robin Southwell	10/01/19
John Frey	Lead Maintenance, Hotel Jacaranda	Robert Flores	10/07/19
Melisa Mullins	Maintenance Office Clerk	Cheryl Arpasi	10/01/19
Jose Ulloa Salas	TLC Specialist: Math Lab	Keith Cavedo	08/12/19
Vicki Stallings	Accounts Payable Specialist	Melissa Lee	09/16/19

3.0 *Public Comment*

4.0 Presentations

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: CONSENT AGENDA ACTION ITEMS

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

SUGGESTED MOTION:

Move to approve the agenda items listed in the Consent Agenda.

	CONSENT AGENDA ACTION ITEMS	Page
5.1	Personnel Actions	24
5.2	Grant Awards	26
	5.2.1 Pathway to a Pipeline: Advanced Patient Care Technician Apprenticeship - \$78,556	
5.3	Operating Actions	27
	5.3.1 Monthly Accounts Payable & Payroll Check Register	
	5.3.2 Property Donation – Golf Cart	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: PERSONNEL ACTIONS

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

I. APPOINTMENTS, FULL-TIME ADMINISTRATIVE:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Hawker, James*	Dean, Arts and Sciences	01/02/20

*Transferring from Interim Dean, Arts and Sciences position

II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Bryant, Derek*	HVAC/Building Trades Specialist	12/01/19
Stetson, Tina**	Interim Director, Financial Aid	12/01/19
Jackson, Catherine	HSI-STEM College Success Coach	01/02/20
Pantoja, Ricardo***	Coordinator, Financial Aid	01/02/20
Bobo, Christianna	HSI-STEM College Success Coach	01/06/20

*Transferring from Maintenance Tech, HVAC position

**Transferring from Assistant Registrar position

***Transferring from Coordinator, Student Support Services position

III. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lopes, Lisa*	Technical Program Assistant, Financial Aid	11/01/19
Robey, Christine**	Admissions, Records, and Registration Specialist	11/01/19
Sweet, Kelly	Financial Aid Data Specialist	11/01/19

III. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF (cont):

Ferguson, Janie***	Staff Assistant II, Testing and Assessment	12/01/19
Goins, Donna	Staff Assistant I, Testing and Assessment	12/01/19
Grenke, Jenny	Administrative Assistant II, Adult Education & Technical Dual Enrollment	12/02/19
Johnson, Melissa	Office Manager, DeSoto	12/02/19
Rodriguez, Rita****	Office Manager, Hardee	01/01/20
Martinez, Susana	Technical Program Assistant, Financial Aid	01/02/20
Gillis, Arlene	Staff Assistant I, Hardee Campus	01/13/20

*Transferring from Financial Aid Specialist position

**Transferring from Welcome Center Specialist position

***Transferring from Staff Assistant I, Testing and Assessment position

****Transferring from Staff Assistant I, Hardee position

IV. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Vestal, Pamela	Purchasing Specialist	03/31/20
Cover, Ellen "Cate"	Professor, Biology	07/31/20

V. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Bohlman, Brian	Professor, Networking Technology	12/31/19
Carroll, Kelli	Office Manager, Dual Enrollment & Advising	01/10/20
Miller, Claire	Librarian	01/31/20

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Bishop, E G	Psychology	I
Don, Terry	English/Humanities	II
Espiritu, Maria	Nursing	II
Goddard, Kimberly	Practical Nursing, ADN Lab Only	III
Muniz, Joanne	Accounting/Business	II
Perkins, Heather	Nursing	II
Phelps, Danny	PACT Carpentry	IV
Plante, James	CDL Trainer	IV
Randaci, Angelo	Agriculture	II
Roberts, Richard	Education/Microcomputer Systems	II
Sorrells, Betty	Education	II
Stewart, Kim	Nursing	li
Yanuzzi, John	PACT Plumbing	IV

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – PATHWAY TO A PIPELINE: ADVANCED PATIENT CARE
TECHNICIAN APPRENTICESHIP

Title: Pathway to a Pipeline: Advanced Patient Care Technician
Apprenticeship

Source: Florida Dept. of Education (FLDOE)

Amount: \$78,556

Description: Funding has been granted for apprenticeship programs in Nursing.

SUGGESTED MOTION:

Move to approve the grant awarded as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL CHECK REGISTER

Summary information for disbursements for all funds through December 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	616	\$987,807.48	169	\$943,385.75	636	\$163,320.82	1421	\$2,094,514.05
December	206	\$416,717.48	106	\$915,546.12	799	\$249,814.05	1111	\$1,582,077.65
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	3488	\$4,932,361.01	783	\$5,451,410.80	3641	\$1,001,974.78	7912	\$11,385,746.59

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	15	\$31,817.24	481	\$1,121,709.92	496		\$1,153,527.16	
December	16	\$29,335.96	473	\$938,534.37	489		\$967,870.33	
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	114	\$208,981.97	2737	\$5,591,096.87	2851		\$5,800,078.84	

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		1,421	\$2,094,514.05	\$9,803,668.94
December	754	1,453,823.02	\$11,392,596.71		1,111	\$1,582,077.65	\$11,385,746.59
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			7,912	\$11,385,746.59	

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		496	1,153,527.16	\$4,832,208.51
December	511	1,007,766.45	\$5,808,778.72		489	967,870.33	\$5,800,078.84
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			2851	\$5,800,078.84	



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: PROPERTY DONATION – GOLF CART

Approval is requested for the donation of a 2015 Star EV six-passenger golf cart. The cart is valued at approximately \$4,500 and will benefit student recruitment, community relations, and donor development.

SUGGESTED MOTION:

Move to approve the donation of a golf cart for use by Student Services, Community Relations, and Institutional Advancement as presented.

6.0 Planning and Policy Issues



OFFICE OF THE PRESIDENT

Item 6.1

PRESENT TO BOARD: JANUARY 29, 2020

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 approve the discussed and approved recommended revisions to current DBOT policies 2.02, 3.16, 3.17, and 3.18 and to approve 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~~should be the practice to elect 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.~~

PROPOSED

~~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: 5/11/18~~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: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: PRESIDENT'S ANNUAL PERFORMANCE REVIEW

In accordance with provisions in the employment contract of the president, the SFSC District Board of Trustees annually reviews the performance of the president in a manner consistent with applicable Florida Statutes and State Board of Education Rules. During each annual performance review, which normally occurs in January, the Board should consider the president's progress in supporting College planning and equity goals as well as modifications to the president's employment contract.

The President's salary is not typically considered during the annual performance review.



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: DISTRICT BOARD OF TRUSTEES ANNUAL SELF-EVALUATION REVIEW

In accordance with SACSCOC: The Principals of Accreditation: Foundations for Quality Enhancement, Section 4.2g: Governing Board, the governing board defines and regularly evaluates its responsibilities and expectations. During each annual performance review, which will occur in January, the Board should consider their progress in supporting the College, their expectations as board members, and assessing their own performance.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

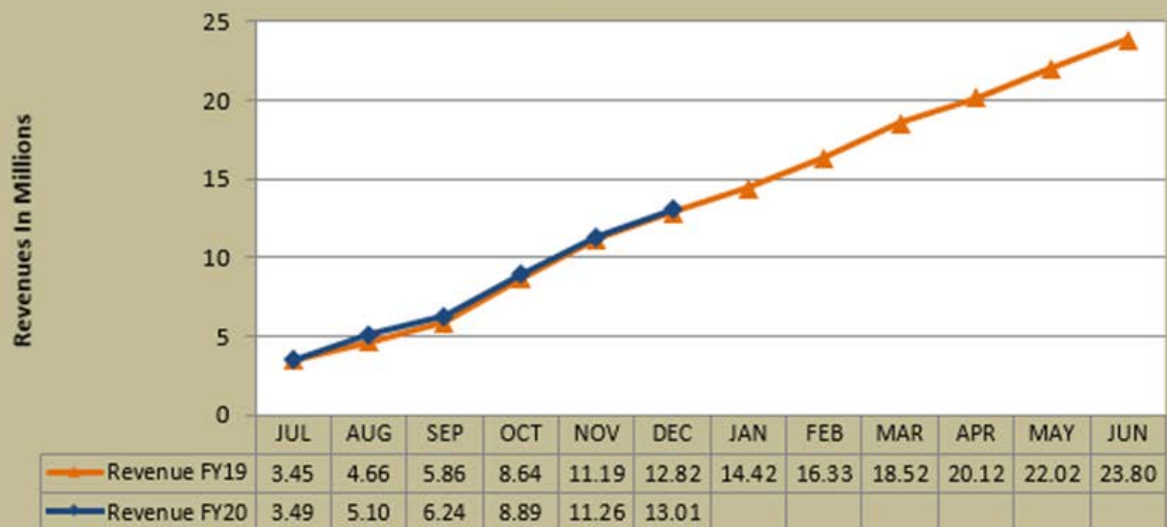
FROM: THOMAS C. LEITZEL

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

SUBJECT: 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 for FY2019-20 year-to-date.

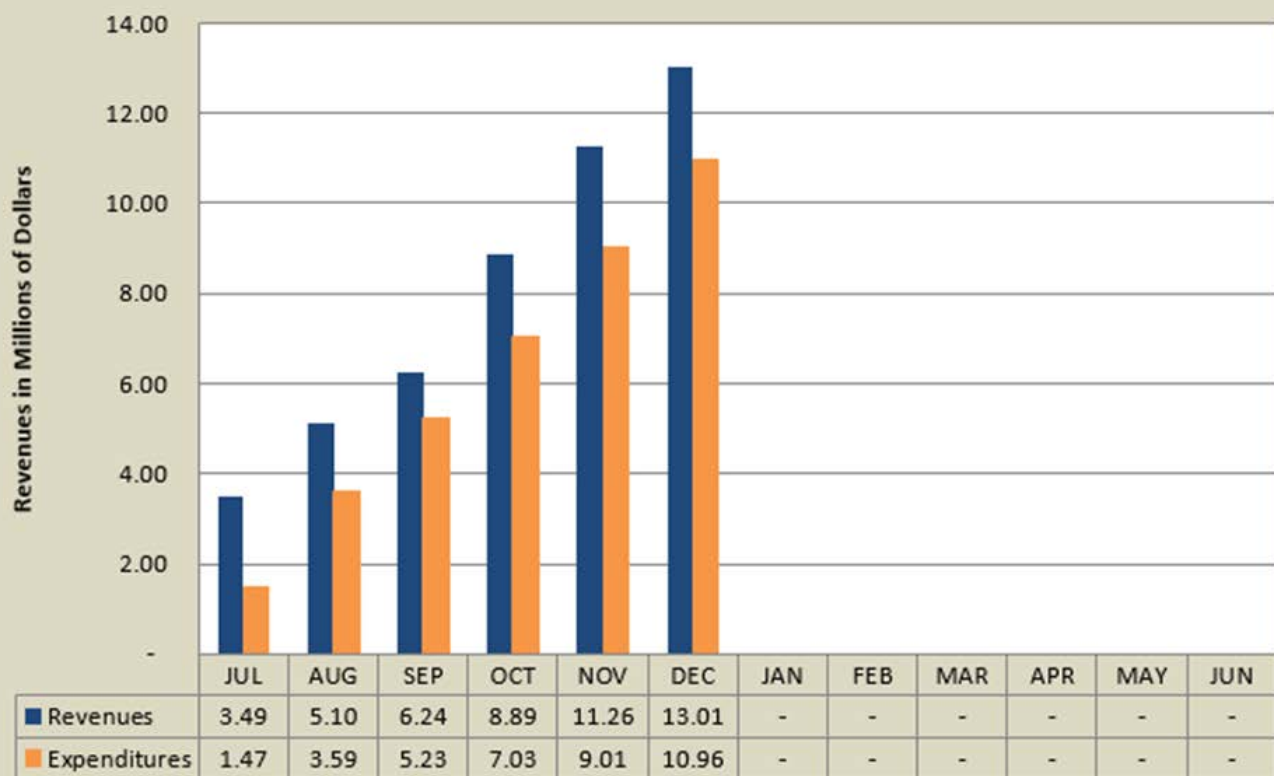
South Florida State College Fund 1 Total Revenue, FY 19 vs FY 20



**South Florida State College
Fund 1 Student Fee 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 December 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	4,060,055.05	244,574.95	94.32%
404XX	Lab Fees	434,750.00	402,855.11	31,894.89	92.66%
408XX	Technology Fees	184,000.00	156,835.13	27,164.87	85.24%
405-407XX, 409XX	Other Student Fees	121,260.00	65,259.40	56,000.60	53.82%
416XX	Grants and Contracts from Counties	596,375.00	50,000.00	546,375.00	8.38%
42110	FCSPF-General Revenue	14,167,195.00	7,085,724.00	7,081,471.00	50.02%
4215X	Performance Based Incentive	579,519.00	207,259.00	372,260.00	35.76%
42210	CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
42610	FCSPF-Lottery	2,181,088.00	727,029.00	1,454,059.00	33.33%
429XX, 439XX	Indirect Costs Recovered	178,024.00	67,068.26	110,955.74	37.67%
441-44400	Cash/Non-Cash Contributions and Gifts	14,000.00	9,236.29	4,763.71	65.97%
46400	Use of College Facilities	100,000.00	45,124.20	54,875.80	45.12%
466XX, 467XX	Other Sales and Services	107,275.00	35,523.76	71,751.24	33.11%
48100	Interest and Dividends	10,000.00	10,322.48	(322.48)	103.22%
487XX, 489XX	Fines and Penalties/Miscellaneous	121,327.00	86,786.14	34,540.86	71.53%
49XXX	Transfers and Other Revenues	500,000.00	3,225.94	496,774.06	0.65%
	Total Revenue	\$ 23,600,543.00	\$ 13,012,303.76	\$ 10,588,239.24	55.14%
51XXX	Management	1,830,740.00	915,370.05	915,369.95	50.00%
52XXX	Instructional	4,710,250.00	2,102,647.41	2,607,602.59	44.64%
53XXX	Other Professional	2,874,591.00	1,346,731.58	1,527,859.42	46.85%
54XXX	Career Staff	2,472,633.00	1,198,831.20	1,273,801.80	48.48%
56XXX	Other Professional-Instructional	1,429,240.00	585,857.21	843,382.79	40.99%
57XXX	Other Professional-Tech/Clerical/Trade	157,314.00	93,281.82	64,032.18	59.30%
58XXX	Student Employment	25,000.00	3,798.55	21,201.45	15.19%
585XX	Employees Awards	225,245.00	209,669.82	15,575.18	93.09%
59XXX	Benefits	4,599,724.00	1,935,941.91	2,663,782.09	42.09%
	Total Personnel	\$ 18,324,737.00	\$ 8,392,129.55	\$ 9,932,607.45	45.80%
605XX	Travel	278,945.00	84,466.67	194,478.33	30.28%
61000	Freight and Postage	21,478.00	3,244.45	18,233.55	15.11%
615XX	Telecommunications	62,000.00	26,801.26	35,198.74	43.23%
62000	Printing	41,193.00	11,741.56	29,451.44	28.50%
625XX	Repairs and Maintenance	1,059,233.00	610,259.00	448,974.00	57.61%
63000	Rentals	159,994.00	69,501.61	90,492.39	43.44%
635XX, 637XX	Insurance	441,174.00	39,621.75	401,552.25	8.98%
640XX	Utilities	1,648,170.00	798,154.32	850,015.68	48.43%
645XX	Other Services	649,301.00	319,396.75	329,904.25	49.19%
64700	Grant Aid	4,280.00	2,172.29	2,107.71	50.75%
650XX	Professional Fees	128,505.00	73,923.96	54,581.04	57.53%
655XX	Education Office/Dept Material Supp	642,996.00	290,864.76	352,131.24	45.24%
657XX	Data Software	35,070.00	14,072.18	20,997.82	40.13%
66000	Maint/Construction Material/Supp	327,500.00	107,809.38	219,690.62	32.92%
665XX	Other Materials and Supplies	129,046.00	40,489.94	88,556.06	31.38%
670XX	Subscriptions/Library	55,950.00	22,872.52	33,077.48	40.88%
675XX	Purchases for Resale	40,800.00	15,015.10	25,784.90	36.80%
680XX	Scholarships	45,000.00	9,940.50	35,059.50	22.09%
69XXX	Transfers and Other Expenses	125,000.00	2,812.08	122,187.92	2.25%
	Total Current Expenses	\$ 5,895,635.00	\$ 2,543,160.08	\$ 3,352,474.92	43.14%
706XX	Minor Equipment >1000<5000	45,000.00	7,736.29	37,263.71	17.19%
71000	Furniture and Equipment	30,000.00	20,924.00	9,076.00	
	Total Capital Outlay	\$ 75,000.00	\$ 28,660.29	\$ 46,339.71	38.21%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: FOUNDATION REPORT

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

The chart presented is a summary listing of all donations and pledges made to the SFSC Foundation since the November 2019 meeting of the College District Board of Trustees. The included dates are November 16, 2019 to January 7, 2020. The total amount reported is **\$263,088.81**.

II. Foundation Update

- Hardee Chamber Lunch n Learn presentation
- Women's Club of Sebring Banquet
- Jacaranda Jubilee
- Christmas Luncheon
- Women's Club of Sebring Banquet
- Cookie Calls to local donors and friends
- Coffee and Conversations at Sun 'n Lake
- Million Dollar Hole in One Event
- Foundation annual total

South Florida State College Foundation
Gift Summary Report 11/16/2019 - 1/7/2020

Fund ID	Fund Description	# Gifts	Cash	Pledges	GIK/Other	Total
1000	Unrestricted	36	\$1,102.00	\$0.00	\$1,200.00	\$2,302.00
2000	Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$0.00	\$6.00
5011	SFSC General Scholarship	15	\$3,722.00	\$0.00	\$0.00	\$3,722.00
5025	General Nursing Scholarship	3	\$4,024.76	\$0.00	\$0.00	\$4,024.76
5031	SFSC Community Fund	4	\$21.00	\$0.00	\$0.00	\$21.00
5032	SFSC Library Donations	6	\$70.00	\$0.00	\$0.00	\$70.00
5045	Athletic Booster Club	8	\$10,500.00	\$0.00	\$0.00	\$10,500.00
5058	Take Stock In Children - Ops	2	\$150.00	\$0.00	\$0.00	\$150.00
5095	Dental Programs	3	\$19,350.00	\$0.00	\$0.00	\$19,350.00
5110	Highlands County Bar Association Scholarship	7	\$1,100.00	\$0.00	\$0.00	\$850.00
5158	TSIC Scholarships	16	\$182.00	\$0.00	\$0.00	\$182.00
6005	Partnership Project	95	\$221,866.05	\$0.00	\$0.00	\$221,866.05
6006	Alumni Association Fund	1	\$25.00	\$0.00	\$0.00	\$25.00
6010	STEM Endowment	2	\$20.00	\$0.00	\$0.00	\$20.00
Grand Totals:		199	\$262,138.81	\$0.00	\$1,200.00	\$263,088.81

199 Gift(s) listed

122 Donor(s) listed



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JANUARY 29, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT REPORT

Proposals in Development

Title: Retired Senior and Volunteer Program (RSVP)

Source: Corporation for National and Community Service (CNCS)

Amount: \$52,034

Description: Funding will be requested to continue the RSVP grant in the 2020-2021 academic year. RSVP actively engages senior adults throughout Highlands County in meaningful volunteerism to support local non-profit organizations and improve quality of life for local elderly and high-need residents.