



**SFSC  
District Board of Trustees  
Regular Meeting  
April 22, 2015**

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

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

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**1.0 *Call to Order and Preliminary Matters***



OFFICE OF THE PRESIDENT

**Item 1.1**

PRESENT TO BOARD: APRIL 22, 2015

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 April 22, 2015 be adopted.

**SUGGESTED MOTION:**  
**Move to adopt the agenda of the regular meeting of April 22, 2015 as presented.**

**AGENDA**  
**SOUTH FLORIDA STATE COLLEGE**  
**DISTRICT BOARD OF TRUSTEES**  
**HIGHLANDS CAMPUS**  
**APRIL 22, 2015**  
**6:00 P.M.**

- 1.0 Call to Order and Preliminary Matters
  - 1.1 Adoption of Agenda
  - 1.2 Approval of Minutes
    - 1.2.1 Regular Meeting – March 25, 2015
  - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
- 3.0 Public Comment
- 4.0 Presentation
  - 4.1 Student Life, Activities, Athletics, and Services
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Agreements and Contracts
  - 5.3 Grant Applications
    - 5.3.1 Adult General Education - \$217,863.00
    - 5.3.2 EL/Civics Highlands - \$43,544.00
    - 5.3.3 EL/Civics Hardee - \$23,642.00
    - 5.3.4 Perkins Rural and Sparsely Populated - \$224,941.10
    - 5.3.5 Pro Bono Dental Services - \$15,000
    - 5.3.6 Specific Cultural Presenter Project  
SFSC Cultural Programs Series - \$25,000
    - 5.3.7 Developing Hispanic-Serving Institutions - \$2,500,000  
(\$500,000 per year for 5 years)
  - 5.4 Operating Actions
    - 5.4.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
  - 7.1 Curriculum Proposals
- 8.0 Other Action Items
  - 8.1 Equity Plan Update
- 9.0 Reports
  - 9.1 Resource Development Report
  - 9.2 Financial 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: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – MARCH 25, 2015

It is recommended that the minutes of the regular meeting held March 25, 2015 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the March 25, 2015 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
MARCH 25, 2015**

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

**Absent:**

**Staff Present:** Mr. Don Appelquist      Dr. Kimberly Batty-Herbert      Mr. Kevin Brown  
Mrs. Tammy Bush      Ms. Cindy Garren      Mrs. Susie Hale  
Mrs. Anita Kovacs      Mrs. Deborah Latter      Mr. Glenn Little  
Dr. Lindsay Lynch      Dr. Leana Revell      Mrs. Becky Sroda  
Dr. Chris van der Kaay      Mrs. June Weyrauch      Dr. Deborah Fuschetti  
Mrs. Susie Johnson      Ms. Lena Phelps      Mr. James Sheridan

**Others Present:** Mrs. Barbara Kirschner

**CALL TO ORDER**

At 6:01 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mr. Ken Lambert.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Wright made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting held March 25, 2015 as recommended.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held February 25, 2015.** Those voting in favor of the motion were Mr. Backer, Mr. Byran, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.3 Review of Agenda Master Calendar**

The Agenda Master Calendar was reviewed. Mr. Bryan asked Mrs. Bush to look for a way to put scheduled college events into the Trustees calendars.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

**2.1 New Employee Introduction**

Employee	Position	Supervisor	Hired
James Sheridan	Library Assistant II, Circulation	Lena Phelps	02/16/15

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

None

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments, resignations; retirements; reappointments, full-time administrative staff, 2015-16; and adjunct faculty, 2014-15, academic year as needed. **(EXHIBIT "A")**

**5.2 Agreement and Contracts**

- 5.2.1** Approved entry into a **new** affiliation agreement with Okeechobee County Fire and Rescue Department as presented. **(EXHIBIT "B")**
- 5.2.2** Approved entry into a **new** affiliation agreement with BayCare Health System, Inc. as presented. **(EXHIBIT "C")**
- 5.2.3** Approved entry into a **new** memorandum of understanding with Holiday Inn Express as presented. **(EXHIBIT "D")**

**5.3 Grant Applications**

- 5.3.1 Adult Education ESOL Program**  
Dollar General Literacy Foundation \$15,000

**5.4 Operational Actions**

- 5.4.1 Monthly Accounts Payable/Payroll Check Register**  
Approved the monthly accounts payable/monthly payroll check register and summary through February 2015. **(EXHIBIT "E")**

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the Consent Agenda, Items 5.1 through 5.4.1 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**6.0 PLANNING AND POLICY ISSUES**

**6.1 Policy Implementation**

- 6.1.1 Policy 4.12 Bad Checks and Outstanding Debts**  
Consideration of changes to Policy 4.12 Bad Checks and Outstanding Debts was presented. **(EXHIBIT "F")**

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the changes to Policy 4.12 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan,

Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

## **7.0 ACADEMIC AND STUDENT MATTERS**

### **7.1 Curriculum Proposals**

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

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

### **7.2 Fee Proposals**

Dr. Leana Revell introduced a fee proposal. **(EXHIBIT "H")**

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

## **8.0 PURCHASING AND OTHER ACTION ITEMS**

None

## **9.0 REPORTS**

### **9.1 Resource Development**

Mr. Appelquist reported on donations and pledges.

#### **Donations and Pledges**

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$5,983.02** from February 11, 2015 through March 6, 2015.

### **9.3 Financial Report**

Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of January 2015 as information items. **(EXHIBIT "I")**

### **9.4 President's Report**

Dr. Leitzel reported on the following college activities:

1. Invitations to the SFSC Foundation Spring Gala will be mailed next week.
2. Dr. Chris van der Kaay gave a presentation on the Survey of Student Engagement (SENSE) report.
3. State funding remains unclear.
4. SFSC Student default rate on Federal loans is 16.3%.
5. Discussed performance indicators.
6. Good turnout for the Panther 5K Walk/Run and Bike Ride held March 7.
7. Members of the ARC Special STARS participated in an event after the baseball game held on March 7.
8. Discussed STEM initiatives and commended Dr. Batty-Herbert.
9. Heartland Games taking place this month.
10. Introduced an internal communication item – "SFSC's Daily Connection". Updated throughout the day with college news items. Thanked Mrs. Latter and her department for their work. Mrs. Latter commended Ms. Sharon Jones for creating the document.

11. Distributed a brochure for the next MOFAC Exhibit Program – At Home: Seminole Reservations showing March 11 – May 1.
12. Held the 2015 Career Connection on February 26 in the Panther Gym. A great event.
13. College Week took place March 9-12. Students, faculty, and staff had a good time.

**9.5 Board Attorney's Report**

Mrs. Karlson stated no report.

**9.6 Board Members' Reports**

Mr. Wright stated that he enjoyed participating in the Panther 5K Walk/Run and Bike Ride. People of all ages participated. Mr. John Rousch recently gave a great presentation to the Avon Park Rotary Club.

Mrs. Cullens wished everyone a Happy Easter.

Mr. Bryan stated no report.

Mrs. Puckorius stated no report.

Mr. Backer reported that he had recently toured USF with 39 TSIC programs.

Dr. Kirschner stated no report.

Mrs. Rider stated that *The Peking Acrobats* performance held March 7 in the Theatre for the Performing Arts was excellent.

**9.7 Board Chair Report**

1. Participated in the purchasing a fire truck for the college. The Hardee County Commission supports the college's program. He also thanked Dean Kevin Brown for his involvement.
2. Issued a challenge to the Trustees and administrators in attendance to recite from memory the college's Vision Statement at the April 22 Board meeting.
3. Senate Bill 1252 bears watching. He encouraged Trustee input. He asked to work with college staff to create a letter of response. The letter would be reviewed by the Trustees and sent from the Board Chair and President Leitzel.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 7:55 p.m.



OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REVIEW OF AGENDA MASTER CALENDAR

Information Item:

The Annual 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

APRIL 2015	MAY 2015	JUNE 2015
<p>22 Board Meeting, 6 PM Highlands Campus (Student Activities Presentation)</p> <p>25 SFSC Foundation Gala, 6 PM, Jacaranda Hotel</p> <p>30 Associate Degree Nursing Program Pinning for Hardee RN Transition Students, 6 PM, in the University Center Auditorium on the Highlands Campus</p>	<p>7 Spring Commencement</p> <p>20 <b>**Trustees/Retirees Reminiscing Reception 4:30-6:00 PM, Hotel Jacaranda</b></p> <p>21 <b>**Trustees/Retirees Luncheon</b></p> <p>27 Budget Workshop, 4 PM Followed by Board Meeting, 6 PM, Highlands Campus</p>	<p>24 Board Meeting, 6PM Highlands Campus</p> <p>26 <b>**That '60s Show, 7:30 PM Theatre for the Performing Arts</b></p>
JULY 2015	AUGUST 2015	SEPTEMBER 2015
<p>22 Board Meeting, 6 PM Highlands Campus</p>	<p>26 *Board Meeting, 6 PM Highlands Campus</p>	<p>19 <b>**Hardee Campus Mud Run 9:00 AM</b></p> <p>23 *Board Meeting, 6 PM Highlands Campus</p>
OCTOBER 2015	NOVEMBER 2015	DECEMBER 2015
<p>14-17 ACCT Leadership Congress San Diego, CA</p> <p>15 <b>**Coming Home: MOFAC An exhibition of artwork by SFSC alumni</b></p> <p>24 <b>**Masquerade Ball 8-10:30 PM, Jacaranda</b></p> <p>28 *Board Meeting, 6 PM Highlands Campus</p>	<p>7 <b>**Lake Placid Center Sock Hop, 7-10 PM</b></p> <p>11-13 66<sup>th</sup> AFC Annual Meeting and Conference Orlando, FL</p>	<p>9 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p> <p>17 Fall Commencement</p>
JANUARY 2016	FEBRUARY 2016	MARCH 2016
<p>27 *Board Meeting, 6 PM Highlands Campus</p>	<p>24 *Board Meeting, 6 PM Highlands Campus</p>	<p>23 *Board Meeting, 6 PM Highlands Campus</p>

\*Tentative

\*\* SFSC 50<sup>th</sup> Anniversary Events

***2.0 Communications, Introductions, and Recognitions***

**3.0 *Public Comment***

## **4.0 Presentations**



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PRESENTATION – STUDENT LIFE, ACTIVITIES, ATHLETICS, AND SERVICES

For the District Board of Trustees meeting, the Student Government Association (SGA) and other clubs and organizations will introduce members and share accomplishments and high points of the academic year. The student-athletes will also attend.

SGA Clubs and Organizations - This has been a student-driven, fun-filled year as the students have celebrated old traditions and started new ones as well. The events and activities of the year were set forth by the SGA E-Board (executive board) during the fall of 2014.

The Art Club has had a great 2014-15 year! They started the year with a field trip to the Ringling Museum of Art, and fund raisers such as bake sales, silent auction, and two soup bowl events that raised money for future trips and events. They assisted the MOFAC (Museum of Florida Art and Culture) with volunteer time, making refreshments for their receptions, & the construction of the new "Chickee Hut". This spring the group took more students to the Ringling Museum of Art for their "Now" event of Postmodern art. They also visited the Dali Museum to see Dali and Andy Warhol work as well as the St Pete Fine Arts Museum for the "New Media Show". The club had active participation in SGA and all their events including the "College Week" of games enjoyed by all.

The Health Occupation Students of America (HOSA) DeSoto Campus attended the State Conference March 26-29th. Aaron Houser placed 1st in Clinical Nursing, Brianna Blosser placed 1st in Home Health Aide, and Jacqueline Reeves placed 1st in Nursing Assistant. These students will be attending the National HOSA Conference in June in Anaheim, California. We are extremely proud of our students, they represented South Florida State College with pride.

The Rotoract Club had a busy year, they held a "Kiss the Pig" Fundraiser. Students donated money towards the person they wanted to see Kiss the Pig, and it was won by Coordinator of Student Life/Asst. Baseball Coach Andy Polk, who ended up having to kiss a baby goat - because the pig wasn't interested. They also assisted with various community events, and sent two students to the Bill Nelson Conference on Faith & Leadership.

The Tau Epsilon Chapter of Phi Theta Kappa held the "Commit to Complete" event alongside Club Rush where students signed a banner committing to complete their occupational certificate or

degree and they received a bottle of water and a commit to complete bracelet. They held a “Breast Cancer Awareness” event with Florida Hospital in October. The group completed a community service project, our “Angel Tree” and took Christmas gifts to all the residents at the Oaks of Avon Nursing home and sang Christmas carols and visited each resident. They participated in College Week. Additionally, they sold chocolate, held bake sales, raffled a getaway weekend basket, sold carnations for Valentine’s Day, and sold Walking tacos to raise money for the American Cancer Society and had a team in the 2015 Avon Park Relay for Life event held March 28th raising a total of over \$1,400.00. They attended a PTK Regional Leadership conference in October and are taking 3 students to the National Nerd Nation Conference in San Antonio this month!

The Student Nurses Association (SNA) has had an active year. SNA members attended the Florida Nursing Students Association Conference in Daytona where students were able to attend classes and network with student nurses across Florida. In addition, they collected donations for Children through a Tubie Friends Fundraiser, worked at the Aviation Expo doing First Aid, and participated in the Relay for Life. On top of that, they sponsored a premier of the documentary, *American Nurse*, at Lakeshore Cinemas.

The Hispanic Student Organization celebrated “Hispanic Heritage Month” with an event that included lunch and Zumba, a member attended the “Black, Brown and College Bound Summit.” They also provided a Thanksgiving Lunch to students and staff on the day before Thanksgiving.

The Performing Arts Club participated in the worldwide Thrill the World event and joined thousands of people in 34 countries as they danced to Michael Jackson’s *Thriller* onstage at the Theater for the Performing Arts. The club raised about \$250 for the United Way with this event. The club also attended the annual Bay Area Renaissance Festival and watched live music, dance and theatrical performances. During club meetings, members participated in improvisations, voice and diction and scene study work. The club also presented an Open Mic Night at Brewster’s.

The SFSC Campus Christian Club is a non-denominational group that meets bi-monthly to fellowship, and holds Bible study, prayer and worship opportunities. Our members have studied a variety of topics this year. The group met regularly, and held several fundraisers throughout the year.

The Honors Ambassadors is the student organization for Honors Students, promoting student opportunities for high academic achievement at SFSC at orientations, workshops, and career fairs.

Phi Beta Lambda has continued to excel at District and State level business competitions. SFSC students earned 15 first place finishes at the District competition and 9 students placed in the top 5 at the State Competition. Five SFSC students have qualified to represent the State of Florida at the National Competition this summer in Chicago.

The Brain Bowl team was very active this year! They competed in multiple tournaments, the most important and fantastic of which was the State Tournament and the NAQT National Tournament. For the State tournament, they had to compete in a regional ‘playoff’ and ultimately finished one of the top 2 teams in our region. They placed 2nd at the regional, and then 5th at State (out of 10). For the NAQT National tournament, they again had to qualify before being invited. Our team’s official ranking was 9th out of the 24 teams. We are very proud of our students’ showings this year, and we hope for a repeat of it for next year! We only have a couple of students returning for the 2015-2016 school year, but we are looking forward to next season!

The collegiate Future Farmers of America (FFA) is a new Club, and they had a busy year. They primarily worked on establishing themselves as a club and working on the development of their officer responsibilities and member participation. They participated in several Community Service Events: Hospitality Tent for fair exhibitors at the highlands county fair; and, Volunteered to serve at Highlands County Ag Ventures. We are looking forward to continued commitment and success from this Club in the years to come.

The Radiography Club members attended the 19th Student-Educator-Radiography Seminar from February 24 – 27, 2015, at the Doubletree Orlando at Sea World in Orlando, FL. Please see the attached program outlining the many seminars they attended daily.

Circle K International (CKI) participated in several District Large Scale Service Projects throughout the year, attended CKI leadership training, volunteered with Heartland Horses and Handicapped in a Pasture Clean up, hosted a Haunted House for SFSC Fall Fest, volunteered with the ARC Halloween 5/10 K Walk/Run, the Boys and Girl's Club Winter Fun Fest, and in the Children's Area at the Desoto Historical Society's Pioneer Day. Fundraising efforts included a bake sale, a Valentine's Day raffle, and candy sales at Pioneer Day.

The Dental Students Association participated in Healthy Smiles with the Florida State Special Olympics, World Health Day, and College for a Day.

The Anime & Gaming Club participated in the AFC yard sale and volunteered at terror trail, for the first time this year, they will be attending Metro Con in June, using the funds they raised over the course of the year.

The Hardee Campus Ambassadors have raised money through the AFC mega yard sale to purchase turkeys for the Hardee Help Center this past Thanksgiving. In December they visited local day care center to distribute gifts for young children. February they visited a special education classroom and took part in crafts. And in April they will be working with Dr. Cover for Relay for Life. In late May they may take part in a charity that helps paint homes for the elderly.

#### Athletic Team

Panther student-athletes from baseball, softball and volleyball teams will be presented by respective coaches and will introduce themselves. Coach Hitt, Athletic Director, will also share some season highlights.

#### Student Government

Along with the very active clubs, the Student Government of SFSC planned and carried out wonderful events this year which inspired learning and fun. These included: End of Semester Party in the Fall and Spring with the Fall consisting of a Casino Night, and the Spring will be a Pool Party with a Bar-B-Q; Panther Pride, *a pep rally designed to boost athletic involvement throughout the year*; student forum with Dr. Leitzel; a Student Leadership Summit *designed to provide quality speakers and workshops to aid students and sharpen their leadership skills*; Panther 5K *with a Club contest to determine which Club had the most participation at the 5K*; state leadership conference; intramural basketball, football & soccer; College Week, *a weeklong series of events that was participated in by over 20 teams comprised of students & faculty/staff that leads to an overall champion*; fall and spring club rush to encourage student participation in organizations; a Halloween Themed Fall Fest Party with food, games, music, dancing, & a costume party; and general SGA meetings every other Wednesday. Student Leaders were also very active in the Campus-Wide orientation, GPS. They assisted in many different areas within GPS, but mainly provided a Student led session that covered everything from college expectations to how to get involved with the Student Government Association.

**5.0 Consent Agenda Action Items**



OFFICE OF THE PRESIDENT

**Item 5.0**

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CONSENT AGENDA ACTION ITEMS

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

**SUGGESTED MOTION:**

**Move to approve the agenda items listed in the consent agenda.**

<b>CONSENT AGENDA ACTION ITEMS</b>		<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>21</b>
<b>5.2</b>	<b>Agreement and Contracts</b>	<b>-</b>
<b>5.3</b>	<b>Grant Applications</b>	
	5.3.1 Adult General Education - \$217,863.00	<b>24</b>
	5.3.2 EL/Civics Highlands - \$43,544.00	<b>25</b>
	5.3.3 EL/Civics Hardee - \$23,642.00	<b>26</b>
	5.3.4 Perkins Rural and Sparsely Populated - \$224,941.10	<b>27</b>
	5.3.5 Pro Bono Dental Services - \$15,000.00	<b>28</b>
	5.3.6 Specific Cultural Presenter Project SFSC Cultural Programs Series - \$25,000	<b>29</b>
	5.3.7 Developing Hispanic-Serving Institutions - \$2,500,00 (\$500,000 per year for 5 years)	<b>30</b>
<b>5.4</b>	<b>Operating Actions</b>	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	<b>31</b>



Item 5.1

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL *TL*

SUBJECT: PERSONNEL ACTIONS

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

**I. APPOINTMENTS, FULL-TIME CAREER SERVICE STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Sostre, David	Grounds Maintenance	04/13/15

**II. APPOINTMENTS, FULL-TIME FACULTY:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Shepard, Richard*	Interim Instructor, EMS	04/14/15

\*Temporary appointment through end of 2014-15 academic year

**III. RESIGNATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Chancey, Alan "Randy"	Professor, EMS	03/31/15

**IV. REAPPOINTMENTS, FULL-TIME PROFESSIONAL STAFF, 2015-16:**

Arpasi, Cheryl	Diaz, Axel
Austin Sr., Michael	Doctrow, Mollie
Becerra, Peggy	Elders, Theresa
Bello, Kimberly	Falla, Carlos
Bruns, David	Farmer, Amanda
Carter Jr, Benjamin*	Flemming, Sureka
Castanon, Irene*	Gottus, Tina*
Cleghorn, Diana	Gray, Junior
Cortazal, Manuel*	Green, Courtney
Crawford, Kimberly	Gutierrez, Deborah
Croft, Nicholas	Hall, Michele
Cuencas, Edwin*	Hampton Jr., Robert

**IV. REAPPOINTMENTS, FULL-TIME PROFESSIONAL STAFF, 2015-16 (con't):**

Hemler Jr, Charles	Noel, Steven
Heston, Michele	Olano, Ruel
Hintz, Lynn	Olson, Deborah
Hitt, Richard	Pantoja, Ricardo*
Hutzelman, Mary	Pinzon, Sandra*
Islas, Fernando	Polk, Andrew
Ivy, Curtis	Puckorius, Mary
Jackson, Loretta	Rafatti, Colleen
Jackson, Melanie	Ramirez, Beatriz
Jefferies, Tara*	Rios, Elisavet
Jones, Sharon	Rousch, John
Juve, Kristini*	Sauls, Leah
Key, Lorrie	Schuler, Sharon
Kovacs, William	Shanklin, Deanne
LaDue, Pamela Renee	Simmons, Joyce
Lewis, Diane	Smith, Lorrie
Little, MaryAnn	Snipe, Dyron
Loweke, Keith	Southwell, Robin
Lynch, Lindsay	Thomas, Gaylin
Mathy, Maria	Torres, Nelson*
Mathy, Robert	Turke, Sandra
Merritt, Richard	Weyrauch, June
Miller, Summer	Wheaton, Janet
Morey, Richard	Wilder, Laura
Narciza, Brian	Wolfe, Mary
Negron, Christian	Wright, Deena*
Nicholas, Colin*	Zelenenki, Susan

\*Grant or Special Funded Position

**V. REAPPOINTMENTS, FULL-TIME CAREER STAFF, 2015-16:**

Allison, Deborah	Cox, Stephanie
Altamirano, Joselito	Croft, Kelli*
Arrington, Mirinda	Dean, Latisha*
Atiga, Norvillo	Diaz, Adrienne
Baker, Andrea	Donglasan, Herbert
Barone, Mary	Dow, Amy
Bates, Wanita	Earley, Lauren
Beers, Rachel	Edwards, Greg
Beiner, Vidya	Ellis, Sandra
Benn, Kathleen	Espiritu, Elmer
Bennett, Ashley	Farmer, Mitzi
Blandin, Katrina	Ferguson, Ella Jane
Campbell, Barbara	Fernandez, Tito
Carden, Denise	Feyerharm-Sconyers, Jill
Caro, Santiago	Fisher, Cheryl
Castro, Fabiana*	Garcia, Michael
Clark, Larry	Glaser, Joshua
Colquitt, Clayton	Gonzales, Tina

**V. REAPPOINTMENTS, FULL-TIME CAREER STAFF, 2015-16 (con't):**

Goulette, Susan	Ramnarain, Govindah
Hamlet, Devra	Ramos, Gregorio
Haralson, Shawn	Ramos, Mandy*
Heston, Elizabeth	Ramos, Nicolas
Hirsch, Mary	Rawlings, Dee Etta
Huften, Tara	Redick, Lauren
Imsdahl, Nat	Ricker, April
Jaurigue-Danta, Wilnoreann	Rodriguez, Jose
Jessiman, Pamela	Rodriguez, Rita*
Johnson-Decarie, Lisa	Rosam, Randy
Kramer, Joann	Rose, Cindy
Land, Robert	Salmon, Winifred
Lewis, Cathy	Sarmeinto-Noriega, Piedad
Loresco Jr., Ernesto	Schubert, Heather
Martin Jr., Eugene	Shanklin, David
McConniel, Rebecca	Shannon, Princess
McGann, Sara	Shuler, Subrina
Meyers, Ralph	Simpson, Lamar
Mobley, Preston	Smalley, Renee
Moody, Melanie	Smith, Chase
Morales, Denise	Snow, Donna
Morales, Tasha*	Snow, John
Mullins, Gary	Snow, Tammy
Muro, Manuel	Teope, Hansel
Noonan, Angela	Urmann, Sandra*
Nott, Kelly	Vestal, Pamela
O'Meara, Daniel	Wheaton, Brian
Ortiz, Minerva*	Williams, II, Wade
Osborne, Tracey	Woodhouse, Candice
Pantoja, Jessica	Wyatt, Karla
Prentice, John	

\*Grant or Special Funded Position

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Carter, Ronnie T.	Real Estate	III
Clark, Teryl	ABE/GED/ESOL	II
Cunningham, Chandra	Criminal Justice	IV
Johnson, Shirley	Criminal Justice	IV
Wade, George	ABE/GED/ESOL	II

**SUGGESTED MOTION:**

**Move to approve the personnel recommendations as presented.**



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – ADULT GENERAL EDUCATION

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

Title: Adult General Education  
Source: Florida Department of Education  
Amount: \$217,863.00  
Purpose: SFSC is applying to renew its AGE grant for 2015-2016. The AGE program is funded through federal adult education pass-through funding. Funding allocations for each adult education service provider are established by FLDOE. This grant is crucial to the GED and Adult Basic Education programs offered by SFSC, as it provides substantial financial support for salaries, instruction, and materials. While this is a renewal application, SFSC must meet increasingly stringent annual performance requirements and submit a grant proposal that is evaluated on the quality of the programs offered and success in meeting state benchmarks. The SFSC AGE project only funds services in Highlands County. The School Districts in Hardee and DeSoto counties apply for similar funding each year to offer adult education programs in their respective counties.

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



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – EL/CIVICS HIGHLANDS

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

Title: EL/Civics Highlands  
Source: Florida Department of Education  
Amount: \$43,544.00  
Purpose: SFSC is also applying to renew its Highlands County EL/Civics grant for 2015-2016. EL/Civics funding is received by the State of Florida and allocated through an annual grant competition in similar fashion to the AGE program. The Highlands County EL/Civics program provides financial support for courses in life skills English for Speakers of Other Languages and Civics education. The SFSC ESOL program offers a range of English courses, from basic literacy through advanced ESOL for professionals and college credit students. In order to successfully receive funding, the college must meet annual performance requirements and submit a competitive proposal outlining the quality of the instructional programs and history of success serving ESOL students in Highlands County.

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



OFFICE OF THE PRESIDENT

**Item 5.3.3**

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – EL/CIVICS HARDEE

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

Title: EL/Civics Hardee  
Source: Florida Department of Education  
Amount: \$23,642.00  
Purpose: SFSC is also applying to renew its EL/Civics project in Hardee County. This funding allows the college to provide daytime and evening ESOL at the Hardee Campus. . In order to successfully receive funding, the college must meet annual performance requirements and submit a competitive proposal outlining the quality of the instructional programs and history of success serving ESOL students in Hardee County. A comparable grant program is also available for DeSoto County; however, the School Board of DeSoto County applies for those funds each year to support their ESOL and Civics education program.

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



OFFICE OF THE PRESIDENT

Item 5.3.4

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – PERKINS RURAL AND SPARSELY POPULATED

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

Title: Perkins Rural and Sparsely Populated

Source: Florida Department of Education

Amount: \$224,941.10

*\$86,361.10 Rural and Sparsely Populated*

*\$138,580.00 Postsecondary Career and Technical Education*

Purpose: Funds will be used to supplement and enhance the growth of technical programs such as Allied Health, Business, Computer Science, Public Safety and Trade and Industry. Items that possibly will be procured with these funds include supplies and equipment, and other training related items, as well as salaries for staff needed for program expansion.

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



OFFICE OF THE PRESIDENT

Item 5.3.5

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – PRO BONO DENTAL SERVICES

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

Title: Pro Bono Dental Services  
Source: Highlands County Hospital District  
Amount: \$15,000  
Purpose: The SFSC Dental program is requesting \$15,000 from the Highlands County Hospital District Board to once again fund preventive pro bono dental services to Highlands County children.

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



OFFICE OF THE PRESIDENT

Item 5.3.6

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – SPECIFIC CULTURAL PRESENTER PROJECT –  
SFSC CULTURAL PROGRAMS SERIES

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

Title: Specific Cultural Presenter Project – SFSC Cultural Programs Series  
Source: Florida Division of Cultural Affairs  
Amount: \$25,000  
Purpose: The SFSC Cultural Programs Department is requesting a grant of \$25,000 from the Florida Division of Cultural Affairs to assist with presenter booking expenses for the Artist Series, Jazz Series, and new initiatives and exciting presenters the department would like to explore in coming seasons.

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



OFFICE OF THE PRESIDENT

**Item 5.3.7**

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – DEVELOPING HISPANIC-SERVING INSTITUTIONS

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

Title: Developing Hispanic-Serving Institutions  
Source: U.S. Department of Education, Office of Postsecondary Education  
Amount: \$2,500,000.00 (\$500,000 per year for 5 years)  
Purpose: SFSC is applying for funding from the US DOE to implement support services and programs that will improve the success of Hispanic students. The project will focus on improving Hispanic student retention, graduation, and completion; improving Hispanic student success in Humanities and writing-intensive courses; collaborating with the school districts to increase the number of Hispanic students prepared to enter degree programs directly after graduation from high school; implementing culturally-responsive student services; and cultivating a higher level of Hispanic cultural awareness on the SFSC campuses. 20% of the project budget will also be allocated for a 1:1 matched endowment, which will allow the SFSC Foundation to offer a match option, similar to the made possible through the Title III SIP project, for an additional five years.

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



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL WARRANT SUMMARY

The law requires that warrants be approved and made available for review. Detailed information on all disbursements for March 2015 is summarized below and is available at any time in the College Business Office.

**SUGGESTED MOTION:**

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

<b>Accounts Payable:</b>								
	2014/2015 Checks		2014/2015 Electronic Payments		2014/2015 P-Card		2014/2015 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	436	\$515,026.45	137	\$910,406.45	440	\$276,892.63	1013	\$1,702,325.53
Aug	184	283,786.52	265	1,141,251.28	445	239,322.04	894	\$1,664,359.84
Sept	1360	1,537,682.70	251	880,149.26	486	255,527.16	2097	\$2,673,359.12
Oct	777	993,598.75	330	1,400,912.76	711	294,337.57	1818	\$2,688,849.08
Nov	443	434,454.74	215	1,201,217.03	687	258,779.60	1345	\$1,894,451.37
Dec	262	225,581.73	187	1,265,006.07	693	288,719.06	1142	\$1,779,306.86
Jan	261	384,764.04	214	1,055,059.85	473	263,785.59	948	\$1,703,609.48
Feb	1555	1,982,343.99	245	1,037,272.36	544	290,939.63	2344	\$3,310,555.98
March	401	324,108.63	197	1,305,599.78	726	301,639.47	1324	\$1,931,347.88
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	5679	\$6,681,347.55	2041	\$10,196,874.84	5205	\$2,469,942.75	12925	\$19,348,165.14

<b>Payroll:</b>								
	2014/2015 Checks		2014/2015 Electronic Payments				2014/2015 Totals	
	No.	Amount	No.	Amount			No.	Amount
July	40	\$47,127.04	470	\$835,287.35			510	\$882,414.39
Aug	24	35,253.90	379	810,518.73			403	\$845,772.63
Sept	22	33,839.51	384	804,962.39			406	\$838,801.90
Oct	26	35,101.28	458	879,164.79			484	\$914,266.07
Nov	31	38,182.69	466	952,158.52			497	\$990,341.21
Dec	33	45,531.07	468	904,113.12			501	\$949,644.19
Jan	35	42,952.88	436	825,707.34			471	\$868,660.22
Feb	24	29,682.73	450	847,708.04			474	\$877,390.77
March	28	33,834.40	456	851,056.89			484	\$884,891.29
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	263	\$341,505.50	3967	\$7,710,677.17			4230	\$8,052,182.67

<b>Accounts Payable:</b>						
	2013/2014			2014/2015		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	979	\$1,490,702.22	\$ 1,490,702.22	1,013	\$1,702,325.53	\$1,702,325.53
August	1,019	1,604,535.32	\$ 3,095,237.54	894	1,664,359.84	\$3,366,685.37
September	1,092	1,281,564.10	\$ 4,376,801.64	2,097	2,673,359.12	\$6,040,044.49
October	2,657	3,380,925.46	\$ 7,757,727.10	1,818	2,688,849.08	\$8,728,893.57
November	1,348	1,522,912.24	\$ 9,280,639.34	1,345	1,894,451.37	\$10,623,344.94
December	1,061	1,351,062.70	\$ 10,631,702.04	1,142	1,779,306.86	\$12,402,651.80
January	1,097	958,716.83	\$ 11,590,418.87	948	1,703,609.48	\$14,106,261.28
February	2,417	3,208,315.55	\$ 14,798,734.42	2,344	3,310,555.98	\$17,416,817.26
March	1,129	1,826,916.56	\$ 16,625,650.98	1,324	1,931,347.88	\$19,348,165.14
April	1,237	1,405,293.99	\$ 18,030,944.97			
May	1,136	1,574,650.14	\$ 19,605,595.11			
June	1,504	1,693,417.07	\$ 21,299,012.18			
Totals	16,676	\$21,299,012.18		12,925	\$19,348,165.14	

<b>Payroll:</b>						
	2013/2014			2014/2015		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	519	\$872,018.27	\$872,018.27	510	\$882,414.39	\$882,414.39
August	392	848,097.66	\$1,720,115.93	403	845,772.63	\$1,728,187.02
September	434	824,166.32	\$2,544,282.25	406	838,801.90	\$2,566,988.92
October	458	881,715.09	\$3,425,997.34	484	914,266.07	\$3,481,254.99
November	487	882,265.39	\$4,308,262.73	497	990,341.21	\$4,471,596.20
December	486	928,786.26	\$5,237,048.99	501	949,644.19	\$5,421,240.39
January	478	878,818.67	\$6,115,867.66	471	868,660.22	\$6,289,900.61
February	461	872,710.43	\$6,988,578.09	474	877,390.77	\$7,167,291.38
March	485	884,218.76	\$7,872,796.85	484	884,891.29	\$8,052,182.67
April	476	916,405.06	\$8,789,201.91			
May	484	925,299.99	\$9,714,501.90			
June	424	883,562.17	\$10,598,064.07			
Totals	5584	\$10,598,064.07		4230	\$8,052,182.67	

## **6.0 Planning and Policy Issues**

## **7.0 Academic and Student Matters**



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

**I. PROGRAM REVISIONS**

Modify following AS programs; Florida Department of Education changed their program lengths resulting in program structure changes, effective Summer 2015 (201530).

**Accounting Technology - AS #1580 (64 to 60 credits)**

- Remove ACG 2170 Financial Statement Analysis
- Remove ACO 2807 Payroll Accounting
- Move Elective (2-3 credits) from Summer Term to Second Fall Term
- Swap ACG 2450C Accounting for the Microcomputer and BUL 2241 Business Law I

**Citrus Production Technology - AS #1600 (62 to 60 credits)**

- Remove Citrus Elective from Second Fall Term
- Change AGR 2915 Internship in Agriculture 1-2 to 2-3 credits

**Computer Information Systems - AS #1570 (63 to 60 credits)**

- Remove COP 2810 Programming for the Internet
- Remove Professional Elective in Second Fall Term
- Move CGS 2820 Introduction to Web Design from Professional Electives to Second Fall Term
- Move SPC 2608 Fundamentals of Speech Communication from Summer Term to Second Fall Term

**Computer Programming and Analysis - AS #1610 (63 to 60 credits)**

- Remove Programming/Application Elective in First Fall Term
- Change Business Elective or Programming/Application Elective in Summer Term to General Elective
- Change Programming/Applications Elective in First Spring Term from 3 to 6 credits
- Change Programming/Applications Elective in Second Fall Term from 6 to 3 credits
- Move SPC 2608 Fundamentals of Speech Communication from First Spring Term to First Fall Term

**Criminal Justice Technology - AS #1520 (64 to 60 credits)**

- Remove POS 1041 American Government or POS 1041 Honors American Government
- Change Criminal Justice Elective in Second Fall Term 2-3 to 1-2 credits

**Landscape and Horticulture Technology - AS #1620 – (64 to 60 credits)**

- Remove Elective in Summer Term
- Change AGR 2915 Internship in Agriculture 3-4 to 2-3 credits

**Office Administration - AS #1630 (63 to 60 credits)**

- Remove OST 1110C Intermediate to College Keyboarding

**Supply Chain Management - AS #1750 (64 to 60 credits)**

- Move BUL 2241 Business Law I to Program Electives
- Change MAN 1942 Supply Chain Management Internship from 3-4 to 2-3 credits

Revise the following occupational program; changes will align with Florida Department of Education framework; effective Fall 2015 (201610):

**Practical Nursing - OC #3400**

- PRN 0001 Introduction to Nursing Theory – 135 to 165 contact hours
- PRN 0001L Introduction to Nursing Lab – 255 to 225 contact hours
- PRN 0120 Care of Childbearing Family and Community – 100 to 90 contact hours
- PRN 0379 Medical-Surgical Nursing Theory – 160 to 210 contact hours
- PRN 0379L Medical-Surgical Nursing Clinical I – 121 to 270 contact hours
- PRN 0384L Medical-Surgical Nursing Clinical II – add PRN 0379L as prerequisite
- Replace PRN 0071 Principles of Nutrition & MTB 2371 Math for Health Occupations with HSC 0003C Introduction to Healthcare
- PRN 0030 Administering Medicines
- PRN 0500 Geriatrics

**II. COURSE ADDITION**

Add following course for Florida teachers to use towards their teaching recertification; effective Fall 2015 (201610).

**EEX 3XXX Introduction to Exceptional Student Education (1-2 credits)**

### **III. COURSE REVISIONS**

Modify following course to allow other courses with similar objectives to meet the prerequisite and to address student scheduling challenges; effective Fall 2015 (201610).

**MAN 3301 Human Resource Management** – add “or Instructor’s Approval” to prerequisite

Modify APA 2136; corequisite no longer complements course, effective Fall 2015 (201610).

**APA 2136 Bookkeeping Certification Preparation** – remove corequisite ACO 2807 Payroll Accounting

**SUGGESTED MOTION:**

**Move to approve the curriculum proposals as presented.**

***8.0 Purchasing and Other Action Items***



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: APRIL 22, 2015

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: EQUITY PLAN UPDATE

In compliance with the Florida Educational Equity Act (§1000.05, Florida Statutes (F.S.)) and the Florida College System Employment Equity Accountability Program (§1012.86 F.S.), South Florida State College maintains a comprehensive equity plan which documents the college's continual efforts to address areas of underrepresentation of minorities in its academic programs, activities, and employment. The plan is updated annually and submitted to the Office of Equity and Civil Rights Compliance, Division of Florida Colleges, Florida Department of Education in the form of the Annual Equity Update Report.

The report articulates several measurable goals and objectives related to promoting diversity and ensuring equal access and opportunity for admission to and employment in educational programs and activities; corresponding strategies and timelines for accomplishing these goals and objectives are provided. The report also furnishes a thorough description of the process for reviewing policies and procedures related to equal opportunity, non-discrimination, and employment accountability as prescribed in the aforementioned statutes. Included in these descriptions is the procedure for granting continuing contract status to faculty and evaluating the college president and other senior level administrative staff.

The process used to prepare SFSC's Annual Equity Update Report entails extensive coordination, data and information collection, analysis and input from several key college faculty, staff, and administrators. The report is submitted in electronic and hard copy formats to the Director, Equity and Civil Rights Compliance, Division of Florida Colleges, Florida Department of Education. It subsequently undergoes a thorough review to ensure compliance; recommendations for improvement, if required, are provided to the college.

The report is forwarded to the President of the Senate and to the Speaker of the House of Representatives, each year, to provide a system-wide progress report on equity and access.

The presentation of the Annual Equity Update Report at the April 22, 2015 meeting of SFSC's District Board of Trustees includes the college's responses to recommendations from 2014 and seeks the board's acceptance of the 2015 report.

**SUGGESTED MOTION:**

**Move to accept SFSC's Annual Equity Plan Update for 2015, and to authorize its submission to the Florida Department of Education.**

## **9.0 Reports**



OFFICE OF THE PRESIDENT

**Item 9.1**

PRESENT TO BOARD: APRIL 22, 2015  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: RESOURCE DEVELOPMENT REPORT

**I. Funded Grants**

- A. Title: ESOL Health Literacy  
Source: Florida Blue Foundation  
Amount: \$5,000.00  
Description: Funds will be used to develop and launch a health literacy curriculum for Highlands County adult ESOL students.
  
- B. Title: Cultural Programs Advertising Funds  
Source: Highlands County Tourist Development Council  
Amount: \$1,000.00  
Description: Funds to support out-of-county advertising for various Theater performances.

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

The following chart presents a summary listing of all donations and pledges made to the SFSC Foundation since the March 2015 meeting of the College District Board of Trustees. The included dates are March 7, 2015 through April 7, 2015. The total amount being reported is **\$32,853.12**.

<b>South Florida State College Foundation, Inc</b>						
<b>Gift Summary Report 3/7/15 - 4/7/15</b>						
<b>Fund</b>	<b>Fund Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Pledges</b>	<b>Other</b>	<b>Total</b>
1000	Unrestricted	47	\$8,185.50	\$1,050.00	\$1,179.00	\$10,414.50
2000	Jacaranda Restoration Fund	2	\$56.00	\$0.00	\$0.00	\$56.00
5011	SFSC General Scholarship	7	\$106.00	\$0.00	\$0.00	\$106.00
5014	Joe Johnston/Bette McDearman Memor	1	\$20.00	\$0.00	\$0.00	\$20.00
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5031	SFSC Community Fund	21	\$1,291.00	\$0.00	\$0.00	\$1,291.00
5032	SFSC Library Donations	3	\$35.00	\$0.00	\$0.00	\$35.00
5045	Athletic Booster Club	2	\$15.00	\$0.00	\$0.00	\$15.00
5057	Phi Theta Kappa	1	\$10.00	\$0.00	\$0.00	\$10.00
5058	Take Stock In Children - Ops	1	\$11,421.69	\$0.00	\$0.00	\$11,421.69
5095	Dental Programs	2	\$145.00	\$0.00	\$0.00	\$145.00
5097	SFSC Flower Fund	41	\$245.00	\$0.00	\$0.00	\$245.00
5106	Optimists TSIC Scholarship	1	\$6,383.93	\$0.00	\$0.00	\$6,383.93
5108	MOFAC	9	\$1,602.50	\$0.00	\$0.00	\$1,602.50
5110	Highlands County Bar Association Scholarship	1	\$20.00	\$0.00	\$0.00	\$20.00
5137	Leadership Highlands	1	\$100.00	\$0.00	\$0.00	\$100.00
5138	Theatre for the Performing Arts Cap Camp	1	\$590.48	\$0.00	\$0.00	\$590.48
5148	Norman L. Stephens Endowment	2	\$40.00	\$0.00	\$0.00	\$40.00
5158	TSIC Scholarships	9	\$76.52	\$0.00	\$0.00	\$76.52
6005	SFSC General Endowment Fund	2	\$30.00	\$0.00	\$0.00	\$30.00
6006	Alumni Association Fund	2	\$250.00	\$0.00	\$0.00	\$250.00
<b>Grand Totals:</b>			<b>\$30,624.12</b>	<b>\$1,050.00</b>	<b>\$1,179.00</b>	<b>\$32,853.12</b>
	157 Gift(s) listed					
	129 Donor(s) listed					



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: APRIL 22, 2015

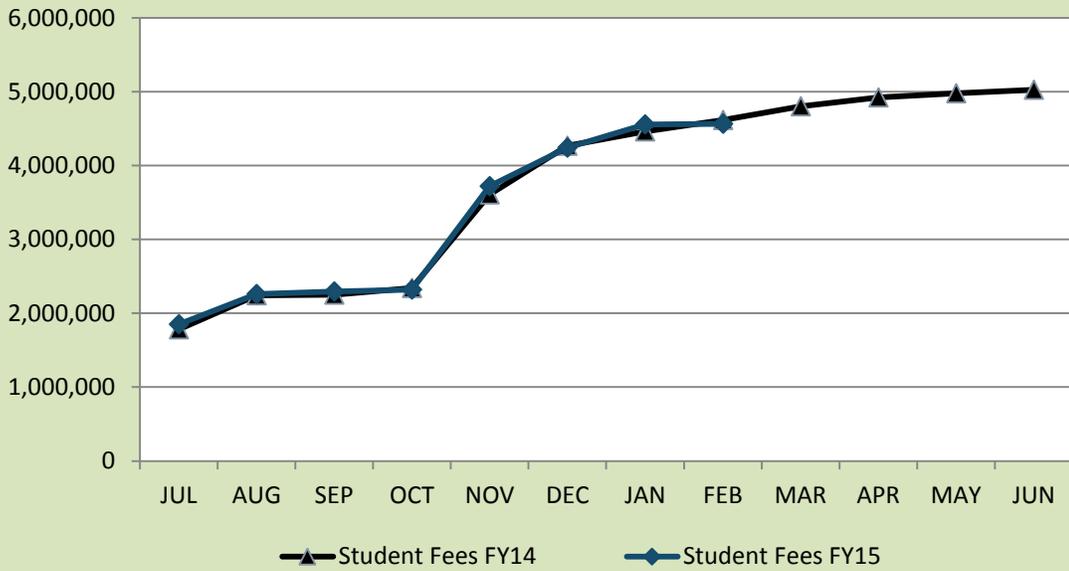
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

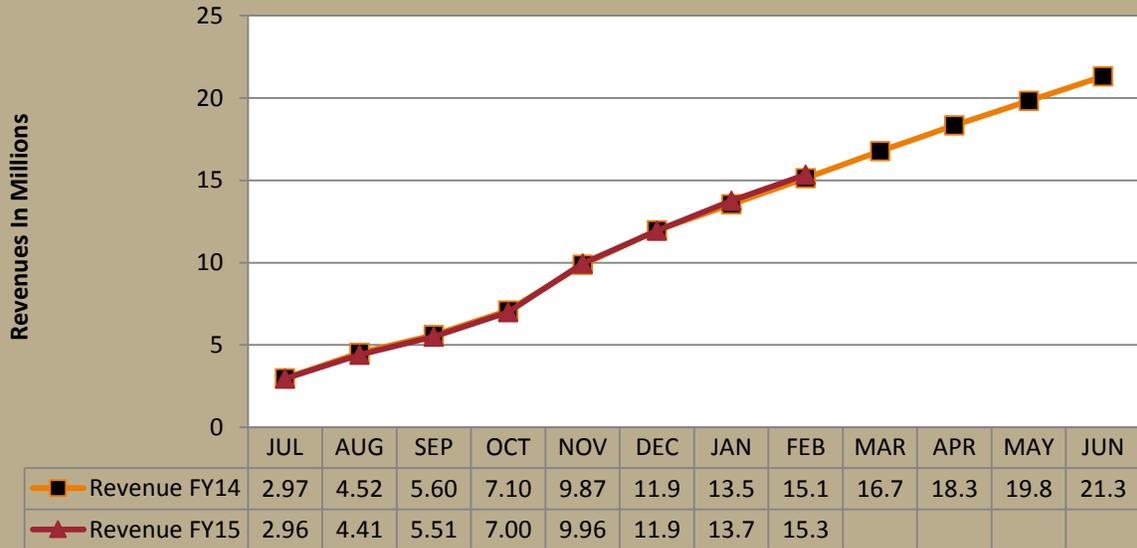
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the graphs and summary of revenue and expenditures of the College through February 2015.

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

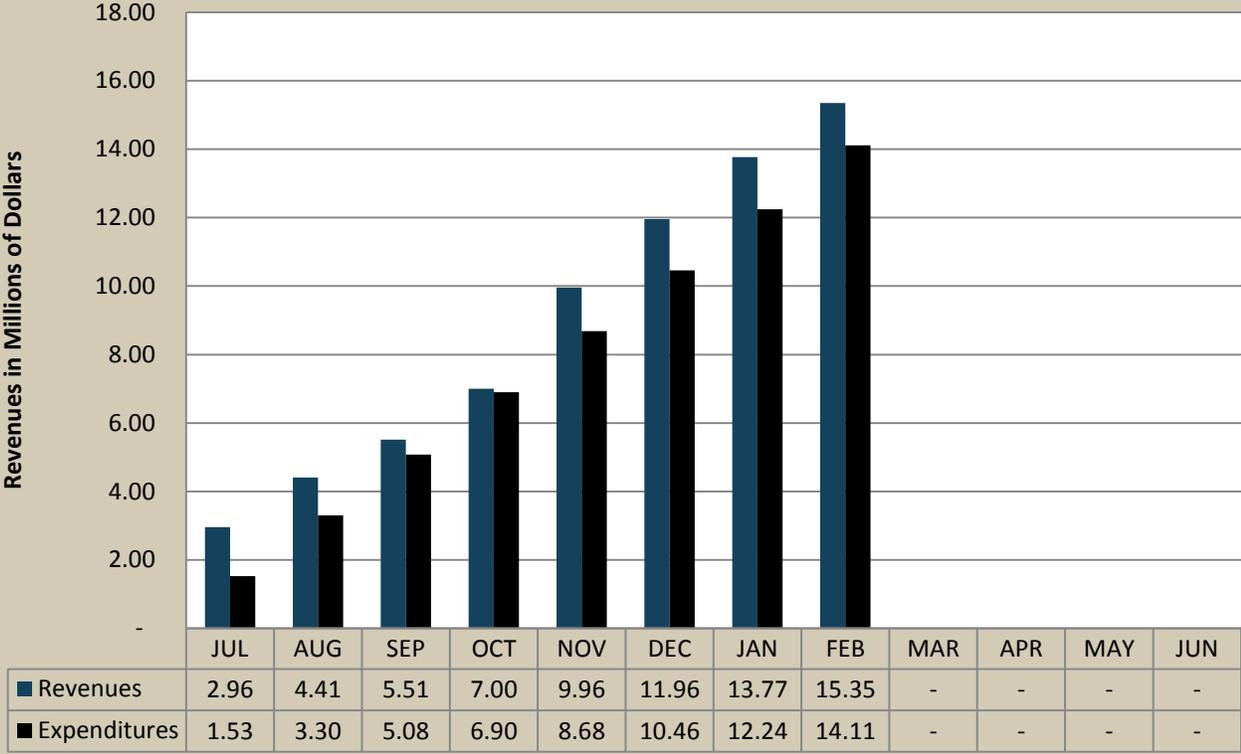


## South Florida State College Fund 1 Total Revenue, FY 14 vs FY 15



■ Revenue FY14      ▲ Revenue FY15

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



**South Florida State College**  
**Revenues and Expenditures**  
**For the Month Ending February 28, 2015**

<b>Account Code</b>	<b>Account Title</b>	<b>Budget Amount</b>	<b>Amount</b>	<b>Difference</b>	<b>Percentage Collected/Spent to Date</b>
401XX	Tuition and Out of State Fees	\$ 4,452,663.00	\$ 4,056,767.40	\$ 395,895.60	91.11%
404XX	Lab Fees	406,950.00	336,810.82	70,139.18	82.76%
408XX	Technology Fees	188,250.00	173,691.81	14,558.19	92.27%
409XX	Other Student Fees	123,090.00	88,182.55	34,907.45	71.64%
41600	Grants and Contracts from Counties	18,000.00	9,000.00	9,000.00	50.00%
42110	FCSPF-General Revenue	12,303,849.00	8,202,545.00	4,101,304.00	66.67%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	3,575,283.00	1,986,270.00	1,589,013.00	55.56%
43900	Indirect Costs Recovered - Federal	170,000.00	104,923.44	65,076.56	61.72%
44100	Cash Contributions	14,172.00	13,481.10	690.90	95.12%
44200	Non-Cash Contributions	16,500.00	16,500.00	-	100.00%
44400	Private Grants and Contracts	775.00	775.00	-	100.00%
46400	Use of College Facilities	79,750.00	43,286.38	36,463.62	54.28%
466XX	Other Sales and Services	206,700.00	167,553.09	39,146.91	81.06%
48100	Interest and Dividends	6,000.00	3,952.03	2,047.97	65.87%
487XX	Fines and Penalties	2,675.00	2,078.18	596.82	77.69%
49XXX	Transfers and Other Revenue	346,657.00	139,695.17	206,961.83	40.30%
	<b>Total Revenue</b>	<b>\$ 21,913,464.00</b>	<b>\$ 15,345,511.97</b>	<b>\$ 6,567,952.03</b>	<b>70.03%</b>
51XXX	Management	\$ 1,829,572.40	\$ 1,234,248.23	\$ 595,324.17	67.46%
52XXX	Instruction	4,602,916.45	2,759,852.36	1,843,064.09	59.96%
53XXX	Other Professional	2,876,459.53	1,866,886.98	1,009,572.55	64.90%
54XXX	Career Staff	2,603,341.85	1,765,336.27	838,005.58	67.81%
56XXX	Other Professional Services-Instructor	1,021,844.00	570,057.63	451,786.37	55.79%
57XXX	Other Professional-Tech/Clerical/Trade	114,990.00	59,287.88	55,702.12	51.56%
58000	Student Employment -Inst Work Study	25,000.00	13,045.47	11,954.53	52.18%
58500	Employees Awards	11,500.00	10,250.00	1,250.00	89.13%
58501	Non-Recurring	97,620.00	97,240.00	380.00	99.61%
59XXX	Benefits	4,032,820.00	2,393,554.13	1,639,265.87	59.35%
	<b>Total Personnel</b>	<b>\$ 17,216,064.23</b>	<b>\$ 10,769,758.95</b>	<b>\$ 6,446,305.28</b>	<b>62.56%</b>
605XX	Travel	\$ 325,340.00	\$ 144,990.05	\$ 180,349.95	44.57%
61000	Freight and Postage	34,625.00	21,278.25	13,346.75	61.45%
615XX	Telecommunications	70,000.00	34,341.72	35,658.28	49.06%
62000	Printing	82,075.00	24,875.52	57,199.48	30.31%
625XX	Repairs and Maintenance	967,707.00	676,146.31	291,560.69	69.87%
63000	Rentals	166,661.00	101,186.53	65,474.47	60.71%
635XX	Insurance	341,038.00	328,922.89	12,115.11	96.45%
640XX	Utilities	1,350,600.00	832,915.55	517,684.45	61.67%
645XX	Other Services	621,730.00	365,239.15	256,490.85	58.75%
64700	Grant Aid	4,280.00	2,739.00	1,541.00	64.00%
650XX	Professional Fees	185,735.00	112,935.75	72,799.25	60.80%
655XX	Education Office/Dept Material Supp	510,459.00	315,448.70	195,010.30	61.80%
657XX	Data Software - Non-Capitalized	41,713.00	69,899.26	(28,186.26)	167.57%
665XX	Other Materials and Supplies	400,395.00	170,995.45	229,399.55	42.71%
670XX	Subscriptions/Library Books	49,500.00	39,465.08	10,034.92	79.73%
67500	Purchases for Resale	56,005.00	33,475.32	22,529.68	59.77%
680XX	Scholarships	40,000.00	27,217.50	12,782.50	68.04%
69XXX	Transfers and Other Expenses	75,980.00	10,208.76	65,771.24	13.44%
	<b>Total Current Expenses</b>	<b>\$ 5,323,843.00</b>	<b>\$ 3,312,280.79</b>	<b>\$ 2,011,562.21</b>	<b>62.22%</b>
706XX	Minor Equipment >1000<5000	\$ 33,532.00	\$ 17,991.05	\$ 15,540.95	53.65%
71000	Furniture and Equipment	8,000.00	8,000.00	-	100.00%
	<b>Total Capital Outlay</b>	<b>\$ 41,532.00</b>	<b>\$ 25,991.05</b>	<b>\$ 15,540.95</b>	<b>62.58%</b>