



**SFSC  
District Board of Trustees  
Regular Meeting  
August 28, 2013**

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

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

**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: AUGUST 28, 2013

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 August 28, 2013 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of August 28, 2013 as presented.**

**AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
DESOTO CAMPUS  
AUGUST 28, 2013  
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 – July 24, 2013
  - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 Student Celebration
- 3.0 Public Comment
- 4.0 Presentation
  - 4.1 The Florida Adult and Technical Distance Education Consortium
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Agreements and Contracts
    - 5.2.1 Service Agreement – Ave Maria University Preparatory School
  - 5.3 Grant Applications
  - 5.4 Operating Actions
    - 5.4.1 Monthly Accounts Payable & Payroll Check Register
    - 5.4.2 Final Budget Amendment
    - 5.4.3 Addition to Customer Billing List
    - 5.4.4 Property Deletion & Disposal
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
  - 7.1 Fee Proposals
- 8.0 Purchasing and Other Action Items
- 9.0 Reports
  - 9.1 Facilities Report
  - 9.2 Resource Development Report
  - 9.3 Financial Report
  - 9.4 President's Report
  - 9.5 Board Attorney Report
  - 9.6 Board Member Reports
  - 9.7 Board Chair Report
- 10.0 Adjournment




OFFICE OF THE PRESIDENT

**Item 1.2.1**

PRESENT TO BOARD: AUGUST 28, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – JULY 24, 2013

It is recommended that the minutes of the regular meeting held July 24, 2013 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**  
**Move to approve the minutes of the July 24, 2013 regular meeting as presented.**

**MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JULY 24, 2013**

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

**Members Absent:**

**Staff Present:** Ms. Annie Alexander-Harvey    Mr. Doug Andrews    Mr. Don Appelquist  
Dr. Kimberly Batty-Herbert    Mrs. Tammy Bush    Mrs. Susie Hale  
Mrs. Anita Kovacs    Mr. Glenn Little    Mrs. Lindsay Lynch  
Dr. Leana Revell    Mrs. Kim Hemler    Dr. Chris van der Kaay  
Dr. Deborah Fuschetti    Mr. Keith Loweke    Mr. Ronnie Randall

**Others Present:** Mr. Norm Church, Mrs. Sharon Church, Mrs. Barbara Kirschner, Ms. Cami Renzoni

**CALL TO ORDER**

At 6:03 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mrs. Tami Cullens.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Wright made a motion, seconded by Mr. Puckorius, to adopt the agenda of the regular meeting held July 24, 2013 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. Puckorius made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held June 26, 2013.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.3 Annual Reorganization of the Board**

Following District Board of Trustees Policy 2.02, **Mrs. Cullens called for nominations to serve as the 2013-2014 District Board of Trustees Chair. Mr. Lambert moved and Mr. Bryan seconded the nomination of Mr. Wright. Mrs. Cullens asked if there were any other nominations, being none, she then called for a**

**vote.** 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.**

**Mrs. Cullens called for nominations to serve as the 2013-2014 District Board of Trustees Vice Chair. Mrs. Puckorius moved and Mrs. Rider seconded the nomination of Mr. Lambert. Mrs. Cullens asked if there were any other nominations, being none, she then called for a vote.** 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.**

**Mrs. Cullens called for nominations to serve as the 2013-2014 SFSC Foundation Liaison. Mrs. Rider moved and Mr. Lambert seconded the nomination of Mrs. Puckorius. Mrs. Cullens asked if there were any other nominations, being none, she then called for a vote.** 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.**

Mr. Wright and Dr. Leitzel presented Mrs. Cullens with a plaque of appreciation for serving as 2012-2013 Chair. Mrs. Cullens continued the meeting as Chair.

#### **1.4 Adopting of Meeting Schedule for 2013-2014 and Review of Agenda Master Calendar**

**Mr. Backer made a motion, seconded by Mr. Wright to adopt the 2013-2014 meeting scheduled with changes and subject to additional changes, as needed.** Changes made: Move the August 28<sup>th</sup> meeting from the Highlands Campus to the DeSoto Campus due to the location change of the January 22<sup>nd</sup> meeting. Change the time of the December 11<sup>th</sup> Planning Workshop to 3:00 and the regular meeting for 5:00. This will allow sufficient time for those who would like to attend the Artist Series Performance at 7:30 p.m. Move the January 22<sup>nd</sup> meeting from the DeSoto Campus to the Highlands Campus for those who would like to attend the Artist Series Performance at 7:30 p.m. The Agenda Master calendar was also reviewed. The Board asked that additional information be added. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

### **2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

#### **2.1 Employee Retirements**

**Mr. Backer made a motion, seconded by Mr. Lambert, to recognize the retirement of Norman Church, effective June 18, 2013 and Ronald Randall, effective July 31, 2013.** Mr. Church was presented with a retirement resolution and certificate of Profess Emeritus for his 26 years of service. Mr. Randall was presented with a retirement resolution for his 35 years of service. 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. (EXHIBIT "A")**

### **3.0 PUBLIC COMMENT**

**4.0 PRESENTATION**

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments, full-time professional staff; full-time faculty; and resignations. **(EXHIBIT "B")**

**5.2 Agreement and Contracts**

**5.2.1** Approved the renewal of a training agreement with Heartland Workforce Investment Board, Inc. to serve as a training agent for 2013-14 as presented. **(EXHIBIT "C")**

**5.3 Grant Applications**

**5.3.1 Distance Learning and Telemedicine**

US Department of Agriculture \$500,000

**5.3.2 Jacaranda Façade Restoration**

City of Avon Park  
Community Redevelopment Association \$10,000

**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 May 2013. **(EXHIBIT "D")**

**Mr. Lambert made a motion, seconded by Mr. Backer, 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**

**7.0 ACADEMIC AND STUDENT MATTERS**

**7.1 Curriculum Proposals**

Approved curriculum proposals as presented. **(EXHIBIT "E")**

**Mr. Backer made a motion, seconded by Mr. Wright, 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**

Approved fee proposals as presented. **(EXHIBIT "F")**

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

**8.0 PURCHASING AND OTHER ACTION ITEMS**



**9.0 REPORTS**

**9.1 Facilities**

**9.2 Resource Development**

**I. Grants Funded**

**Windows into the Past**

FL Dept. of State  
Division of Historic Resources \$50,000

**II. Grants Not Funded**

**Orlando Philharmonic**

FL Dept. of State \$6,700

**Tammerlin**

FL Dept. of State \$300

**III. Donations and Pledges**

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$224,389.08** from June 7, 2013 through July 9, 2013.

**9.3 Financial Report**

Financial graphs and a summary report through the month of May 2013 were presented as information items. (**EXHIBIT "G"**)

**9.4 President's Report**

1. Dr. Leitzel thanked the Trustees for allowing him to serve our students, faculty, and staff as President. He is also grateful to supportive teammates.
2. Dr. Leitzel asked Mr. Little to introduce Mr. Loweke who then gave a presentation of the upcoming Panther Pond dredging project. In an effort to increase the water quality and reduce the health concerns of our students, staff at SFSC has been working in conjunction with the Florida Department of Environmental Protection, Corps of Army Engineers, Southwest Florida Water Management District, and the Highlands County Parks and Natural Resources Department to secure the required permits to perform a maintenance dredge of SFSC's lagoon inlet from Lake Glenada. This inlet was originally developed in 1968, but due to natural erosion and the accumulation of silt, the lagoon has reduced its average water depth to only thirty inches of poorly oxygenated water. Keith Loweke, Director of Safety and Security, will present an overview of the planned dredging project which is scheduled to begin in October 2013 and explain any implications which may affect the Highlands campus community during the process.
3. Dr. Leitzel stated that enrollment is a concern and he explained the plan to examine it.
4. Dr. Leitzel received a copy of a letter to Dr. John Landry from the Florida Department of Law dated July 1, 2013 stating that no response to the findings or recommendations is necessary at this time for the preliminary audit of the FY 2011-2014 Criminal Justice Training Program.
5. Dr. Leitzel welcomed Mrs. Kim Hemler, SFSC Counselor and Ms. Cami Renzoni, Phi Theta Kappa 2013 Relay for Life team captain and last year's PTK Vice President. Mrs. Hemler and Ms. Renzoni reported that not only did the Relay for Life team win the 2013 Avon Park Relay for Life "Heart of Relay Award" (for our team's enthusiasm and participation in the competitive games); the team also received a

6. poster for the "Rising Star" team. Our Phi Theta Kappa chapter raised a total of \$1696.06 for the American Cancer Society through bake sales, selling quilt squares and raffling the quilt, raffling a bike donated by the Highlands Peddlers Bike Club and half of the money earned from the annual "Chili Cook-Off" held each year on campus.
7. Dr. Leitzel stated that he was thrilled to meet Florida Governor Rick Scott on July 10 in Avon Park. He thanked Mrs. Puckorius for informing him that the Governor was coming to town.
8. Dr. Leitzel reported that a GPS New Student Orientation was held July 11 and the next one will take place July 25.
9. Dr. Leitzel stated that he had visited the DeSoto Campus and DeSoto County School Superintendent, Dr. Karen Gary. Similar visits are scheduled for the Hardee Campus and the Lake Placid Center.
10. Dr. Leitzel stated that Convocation (formerly Welcome Back) will be held August 19 on the Highlands Campus. Dr. Revell is giving leadership to this event. Mrs. Bush will email the schedule to the Trustees.

#### **9.5 Board Attorney's Report**

Mrs. Karlson reported on the Sebring Parkway, Phase III project and the Lorida School House.

#### **9.6 Board Members' Reports**

Mr. Bryan thanked Mrs. Cullens for her leadership this past year.

Dr. Kirschner stated that Mrs. Cullens did a fantastic job this year. He welcomed Dr. Leitzel and looks forward to working with him.

Mr. Backer thanked Mrs. Cullens for the outstanding job she did this year. He welcomed Dr. Leitzel and wished Mrs. Cullens and Mrs. Rider a happy birthday.

Mr. Wright thanked the Trustees for the privilege of serving as the new Chair. He also thanked Mrs. Cullens for her leadership this past year.

Mrs. Puckorius asked for the Board's approval to nominate Mrs. Cullens for the AFC Trustee of the Year Award. The award will be presented at the September Trustee Commission Conference in Orlando. **Mrs. Puckorius made a motion, seconded by Mr. Lambert, to approve the nomination of Mrs. Cullens for the AFC Trustee of the Year Award.** 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.**

Mr. Lambert thanked the Trustees for the privilege of serving as the new Vice Chair. He welcomed Dr. Leitzel and stated that he has the Board's support. Mr. Lambert also thanked Mrs. Cullens for her service this past year.

Mrs. Rider stated that she has learned a lot from Mrs. Cullens and it has been a great year.

#### **9.7 Board Chair Report**

Mrs. Cullens stated that is has been a wonderful, challenging, and exciting year. She loved the opportunity to be a servant to our students and communities. She is excited Dr. Leitzel is here and sees great opportunities ahead for the college. She stated that Mr. Wright will do a great job as Chair and Mr. Lambert as Vice Chair. She thanked the members of the Board.

**JULY 24, 2013**

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Mrs. Cullens addressed the topic of offering beer and wine at college functions and special events. She stated that this could be handled on a case-by-case basis. After some discussion, the Board asked Dr. Leitzel to work with Mr. Little and Mrs. Karlson to seek direction in possibly revising SFSC Policy 1.07 Alcohol and Drug-Free Campus and Workplace. Dr. Leitzel will report back to the Board.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 7:40 p.m.



OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: AUGUST 28, 2013

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

AUGUST 2013	SEPTEMBER 2013	OCTOBER 2013
28 Board Meeting, 6 PM DeSoto Campus	12-13 First Annual AFC Trustee Commission Lake Buena Vista, FL  25 Board Meeting, 6 PM Hardee Campus	2-5 ACCT Leadership Congress Seattle, WA  23 Board Meeting, 6 PM Lake Placid Center
NOVEMBER 2013	DECEMBER 2013	JANUARY 2014
13-15 AFC Annual Convention Orlando, FL	2 SFSC Foundation Jubilee 6:30 PM Jacaranda Hotel  11 Planning Workshop, 3 PM Followed by Board Meeting, 5 PM Highlands Campus  12 SFSC Foundation Christmas Luncheon 12 PM Jacaranda Hotel	22 Board Meeting, 6 PM Highlands Campus
FEBRUARY 2014	MARCH 2014	APRIL 2014
10-13 ACCT Nat'l Legislative Summit Washington, DC  26 Board Meeting, 6 PM Hardee Campus	1 SFSC Panther 5K Run/Walk 7:00 AM Highlands Campus  26 Board Meeting, 6 PM Lake Placid Center	23 Board Meeting, 6 PM Highlands Campus  26 SFSC Foundation Gala 6:00 PM Jacaranda Hotel
MAY 2014	JUNE 2014	JULY 2014
28 Budget Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus	25 Board Meeting, 6 PM DeSoto Campus	23 Board Meeting, 6 PM Highlands Campus

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

### **3.0 *Public Comment***

## **4.0 Presentations**





OFFICE OF THE PRESIDENT

**Item 4.1**

PRESENT TO BOARD: AUGUST 28, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PRESENTATION – THE FLORIDA ADULT AND TECHNICAL DISTANCE  
EDUCATION CONSORTIUM (FATDEC)

The Adult Education department is comprised of Adult Basic Education (ABE - students who test at 9<sup>th</sup> grade or below in any area of the TABE battery), General Educational Development (GED), English for Speakers of Other Languages (ESOL) and Adult High School (AHS). The college is responsible for providing Adult Education in Highlands County and offers services in Hardee County where the school board is the official provider. In DeSoto County the school board provides these services.

Three years ago, adult learners were able to receive services free of charge. Computer skills and career pathways were not a requirement for class attendance or to sit the GED examination. Neither did a participant have to prove residency to enroll in classes. Today, the aforementioned has changed. Adult Education students must first prove residency. Once residency is established, participants may register by paying the assessed term's fee of \$28.50 for a Florida resident, or \$114 for a non-Florida resident. The Adult Education curriculum must now include computer skills, career exploration and interest-inventory workshops to prepare students for the new computer-based GED test effective January 2014.

As stated above, recent mandated changes in Adult Education have dramatically changed the nature of program offerings. In addition, the introduction of residency and fee requirements has resulted in a drastic statewide drop in FTE.

Effective July 1, 2013 the college received an increase in its Adult Geographic grant funding. This has allowed SFSC to join the Florida Adult and Technical Education Consortium. Formed in 2001, FATDEC consists of a group of public schools, school districts and colleges. Its mission is to place adult and technical education courses in an online environment in order to provide an alternative delivery model for adult students to gain workforce preparedness competencies and skills.

**5.0 Consent Agenda Action Items**




OFFICE OF THE PRESIDENT

**Item 5.0**

PRESENT TO BOARD: AUGUST 28, 2013

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>20</b>
<b>5.2</b>	<b>Agreement and Contracts</b>	
	<b>5.2.1 Service Agreement – Ave Maria University Preparatory School</b>	<b>22</b>
<b>5.3</b>	<b>Grant Applications</b>	<b>-</b>
<b>5.4</b>	<b>Operating Actions</b>	
	<b>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	<b>23</b>
	<b>5.4.2 Final Budget Amendment</b>	<b>25</b>
	<b>5.4.3 Addition of Customer Billing List</b>	<b>26</b>
	<b>5.4.4 Property Deletion &amp; Disposal</b>	<b>27</b>



OFFICE OF THE PRESIDENT

**Item 5.1**

PRESENT TO BOARD: AUGUST 28, 2013

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 CAREER SERVICE STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Boulay, Melanie	Resource Development Assistant, Title III Project*	08/19/13
Land, Robert	General Maintenance	08/06/13
McGann, Sara**	Staff Assistant II, Health Education	08/05/13
Pantoja, Jessica	Accountant	08/19/13

\*Grant-funded position

\*\*Transferred from Staff Assistant II, Bioenergy Program

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Burch, Beth	Lead Instructor, Bioenergy Program*	08/20/13
Macbeth, Verna Michelle	Instructor, Spanish	08/19/13

\*Grant-funded position

**III. RESIGNATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Chaffin-Miller, Angela	Staff Assistant II, Health Education	08/16/13
Ford, Irosnelly	Coordinator, ESOL	08/13/13
Maddox, Callie	Admissions Recruiter	08/16/13

**IV. ADJUNCT FACULTY, 2013-14, ACADEMIC YEAR AS NEEDED:**

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Baque, Roseangely	FCCPC Observer/Intro to Childcare	IIIB
Cornelius, Jeff	Business/Mgmt and Supervision/Marketing	II
Cottrill, Sharon	Master Student	II
Haralson Jr., Thomas	Business	II

Ortiz-Jiminez, Minerva	Driver Education	IV
Patel, Minto	Biology	I
Rolston, Frances	ABE/GED/ESOL	II
Scanga, Micah	ABE/GED	II
Staik, Stephen	First Year Experience Seminar	II
Strickland, Merilyn	English	II
Tippie, Therese	Dental Assisting	III
Weems, Nancy	American Sign Language	III

**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: AUGUST 28, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SERVICE AGREEMENT – AVE MARIA UNIVERSITY PREPARATORY SCHOOL

Approval is requested to enter into a new service agreement between South Florida State College and Ave Maria University Preparatory School to provide reimbursement for facilities usage, materials, and transportation services needed to provide an agricultural program training area at the Ave Maria site in Myakka City and to provide transportation of students from this site to our DeSoto Campus and other sites and back as needed. The students will take classes at the SFSC Desoto Campus and selected laboratory experiences at the Myakka location.

SFSC received additional funding to support the Shepherd’s Field project as part of the legislative appropriation for the 2013-14 fiscal year, so funds have been budgeted to support these reimbursements, as well as College expenses needed to ensure a successful experience.

**SUGGESTED MOTION:**

**Move to approve entry into a new service agreement with Ave Maria University Preparatory School to provide reimbursement of approved expenses for the Shepherd’s Field agricultural program project as presented.**



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: AUGUST 28, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL WARRANT SUMMARY

Attached for your review are the graphs and a summary of revenues and expenditures for the current unrestricted fund of the College through June 2013.

The law requires that warrants be approved and made available for review. Detailed information on all disbursements for July 2013 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>								
	<b>2013/2014 Checks</b>		<b>2013/2014 Electronic Payments</b>		<b>2013/2014 P-Card</b>		<b>2013/2014 Totals</b>	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	482	\$496,264.26	144	\$830,389.21	353	\$164,048.75	979	\$1,490,702.22
Aug							0	\$0.00
Sept							0	\$0.00
Oct							0	\$0.00
Nov							0	\$0.00
Dec							0	\$0.00
Jan							0	\$0.00
Feb							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
<b>Totals</b>	<b>482</b>	<b>\$496,264.26</b>	<b>144</b>	<b>\$830,389.21</b>	<b>353</b>	<b>\$164,048.75</b>	<b>979</b>	<b>\$1,490,702.22</b>

<b>Payroll:</b>						
	<b>2013/2014 Checks</b>		<b>2013/2014 Electronic Payments</b>		<b>2013/2014 Totals</b>	
	No.	Amount	No.	Amount	No.	Amount
July	45	\$40,227.64	474	\$831,790.63	519	\$872,018.27
Aug					0	0.00
Sept					0	0.00
Oct					0	0.00
Nov					0	0.00
Dec					0	0.00
Jan					0	0.00
Feb					0	0.00
March					0	0.00
April					0	0.00
May					0	0.00
June					0	0.00
<b>Totals</b>	<b>45</b>	<b>\$40,227.64</b>	<b>474</b>	<b>\$831,790.63</b>	<b>519</b>	<b>\$872,018.27</b>

<b>Accounts Payable:</b>						
	<b>2012/2013</b>			<b>2013/2014</b>		
	# Checks	Monthly Total	Cumulative Total	# Checks	Monthly Total	Cumulative Total
July	697	\$991,624.94	\$ 991,624.94	979	\$1,490,702.22	\$ 1,490,702.22
August	858	1,407,799.20	2,399,424.14			\$ -
September	1,079	929,756.01	3,329,180.15			\$ -
October	2,786	2,853,110.93	6,182,291.08			\$ -
November	1,291	894,499.68	7,076,790.76			\$ -
December	1,019	1,048,680.74	8,125,471.50			\$ -
January	1,057	936,902.31	9,062,373.81			\$ -
February	2,443	2,707,640.80	11,770,014.61			\$ -
March	1,195	1,158,293.16	12,928,307.77			\$ -
April	1,057	1,041,473.87	13,969,781.64			\$ -
May	1,041	1,161,593.64	15,131,375.28			\$ -
June	1,197	1,581,423.11	16,712,798.39			\$ -
<b>Totals</b>	<b>15,720</b>	<b>\$16,712,798.39</b>		<b>979</b>	<b>\$1,490,702.22</b>	

<b>Payroll:</b>						
	<b>2012/2013</b>			<b>2013/2014</b>		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	527	\$874,217.16	\$874,217.16	519	\$872,018.27	\$872,018.27
August	419	849,902.34	1,724,119.50			-
September	408	830,083.03	2,554,202.53			-
October	454	889,410.81	3,443,613.34			-
November	483	901,596.73	4,345,210.07			-
December	501	947,971.94	5,293,182.01			-
January	461	843,750.83	6,136,932.84			-
February	476	856,261.35	6,993,194.19			-
March	498	861,595.38	7,854,789.57			-
April	471	878,477.14	8,733,266.71			-
May	479	891,413.35	9,624,680.06			-
June	432	908,505.27	\$ 10,533,185.33			-
<b>Totals</b>	<b>5609</b>	<b>\$10,533,185.33</b>		<b>519</b>	<b>\$872,018.27</b>	



OFFICE OF THE PRESIDENT

**Item 5.4.2**

PRESENT TO BOARD: AUGUST 28, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: FINAL BUDGET AMENDMENT

To comply with Florida Statutes, we recommend acceptance of the final budget amendment for 2012-2013. The following is a chart showing the original approved budget as compared to the amended budget for the fiscal year ending June 30, 2013. The College originally budgeted a 7% fund balance, but finished the year with a 9.67% fund balance.

	<b>Original Adopted Budget 2012-2013</b>	<b>Adopted Budget as Amended by All Budget Amendments</b>
Revenue	\$ 20,946,657	\$ 20,773,347
Personnel Expense	16,200,000	16,058,751
Current Expense	5,354,184	5,071,692
Capital Outlay Expense	90,000	81,768

**SUGGESTED MOTION:**

**Move to accept the final budget amendment to the 2012-2013 Budget as presented.**




OFFICE OF THE PRESIDENT

Item 5.4.3

PRESENT TO BOARD: AUGUST 28, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ADDITION TO CUSTOMER BILLING LIST

Approval is requested to add the Florida Sheriff's Youth Ranch to the college's list of approved customers for billing purposes. South Florida State College will receive Student GED testing and tuition of student(s).

**SUGGESTED MOTION:**

**Move to approve the addition of the Florida Sheriff's Youth Ranch to the college's customer billing list.**



OFFICE OF THE PRESIDENT

Item 5.4.4

PRESENT TO BOARD: AUGUST 28, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PROPERTY DELETION AND DISPOSAL

Authorization is requested to delete items on the attached list of equipment totaling **\$17,886.38** from SFSC property records. These items have either been salvaged, are beyond repair, or are obsolete. The items will be held in storage until their disposal.

**SUGGESTED MOTION:**

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

**South Florida State College  
Disposal Items  
Aug-13**

Tag #	Date Purchased	Description	Cost	Condition Code
14304	30-Oct-06	Bundled Fingerprint System	\$ 10,095.00	Poor
14633	1-May-07	Dell OptiPlex Minitower, Athlon, 64 x 2, computer	\$ 1,003.00	Poor
14680	8-Jun-07	Dell Optiplex 740 Computer	\$ 1,000.00	Poor
14681	8-Jun-07	Dell Optiplex 740 computer	\$ 1,000.00	Poor
14682	8-Jun-07	Dell Optiplex 740 Computer	\$ 1,000.00	Poor
14683	8-Jun-07	Dell Optiplex 740 Computer	\$ 1,000.00	Poor
15387	24-Mar-08	Dell Optiplex 755 Computer	\$ 1,769.79	Poor
15480	30-May-08	Optiplex Computer 740 Minitower Althlon 64x2pc	\$ 1,018.59	Poor
<b>TOTAL</b>			<b>\$ 17,886.38</b>	

## **6.0 Planning and Policy Issues**

## **7.0 Academic and Student Matters**



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: AUGUST 28, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FEE PROPOSAL

Consideration of the following fee proposal is requested:

**Increase Fee** due to increase in National Board exam fees.

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
DEH 2806L	Dental Hygiene Clinic IV	\$605.00	\$755.00	Spring 2014

**SUGGESTED MOTION:**

**Move to approve the fee proposal as presented.**




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

## **9.0 Reports**



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: AUGUST 28, 2013  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: RESOURCE DEVELOPMENT REPORT

**I. Grants Funded**

Title: **College Reach Out Program (CROP)**  
Source: Florida Department of State  
Amount: \$64,222.02  
Description: SFSC is part of the Heartland CROP Consortium along with Pasco-Hernando Community College and Polk State College. The amount indicated above represents funding for the entire Consortium for which PHCC is the fiscal agent. The program provides enrichment services to students in the 6<sup>th</sup> through 11<sup>th</sup> grades.

Title: **SFSC Bioenergy Education Program**  
Source: National Science Foundation  
Amount: \$300,000  
Description: This amount represents the 2<sup>nd</sup> year funding of a three-year project allowing SFSC to create an educational program that will prepare individuals to enter the field of advanced biofuels production.

Title: **Adult General Education**  
Source: Florida Department of Education  
Amount: \$248,425  
Description: This funding will allow SFSC to continue to provide Adult Basic Education and GED instruction for the residents of Highlands County who are not enrolled in secondary school, do not have a high school diploma, are over the age of 16, and who lack the educational skills to function effectively in society.

Title: **Student Support Services**  
 Source: U.S. Department of Education - Title V  
 Amount: \$202,031  
 Description: This amount represents 2013-2014 funding for the current Student Support Grant at SFSC. The project provides educational and enrichment services for selected at-risk students.

**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, Inc. since the July 2013 meeting of the College District Board of Trustees. The included dates are July 10, 2013 through August 13, 2013. The total amount being reported is **\$49,389.78**.

<b>South Florida State College Foundation, Inc</b>					
<b>Gift Summary Report 7/10/13 through 8/13/13</b>					
Fund Description	Gift Count	Cash	Pledges	Other	Total
Unrestricted	32	\$1,433.50	\$0.00	\$0.00	\$1,433.50
Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$0.00	\$6.00
African American-Dennard	1	\$25.00	\$0.00	\$0.00	\$25.00
SFSC General Scholarship	17	\$1,770.00	\$0.00	\$0.00	\$1,770.00
Joe Johnston/Bette McDearman Memor	1	\$20.00	\$0.00	\$0.00	\$20.00
General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
SFSC Community Fund	9	\$76.00	\$0.00	\$0.00	\$76.00
SFSC Library Donations	2	\$32.00	\$0.00	\$0.00	\$32.00
Athletic Booster Club	3	\$35.00	\$0.00	\$0.00	\$35.00
Phi Theta Kappa	1	\$10.00	\$0.00	\$0.00	\$10.00
Take Stock In Children - Ops	1	\$33,648.76	\$0.00	\$0.00	\$33,648.76
Dental Programs	3	\$120.00	\$0.00	\$230.00	\$350.00
Christopher Fugate Memorial Scholarship	1	\$10,000.00	\$0.00	\$0.00	\$10,000.00
MOFAC	2	\$7.50	\$0.00	\$0.00	\$7.50
Highlands County Bar Association Scholarship	8	\$1,320.00	\$0.00	\$0.00	\$1,320.00
Norman L. Stephens Endowment	10	\$470.00	\$100.00	\$0.00	\$570.00
TSIC Scholarships	9	\$85.52	\$0.00	\$0.00	\$85.52
<b>Grand Totals:</b>		<b>\$49,059.78</b>	<b>\$100.00</b>	<b>\$230.00</b>	<b>\$49,389.78</b>
102 Gift(s) listed					
91 Donor(s) listed					



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: AUGUST 28, 2013

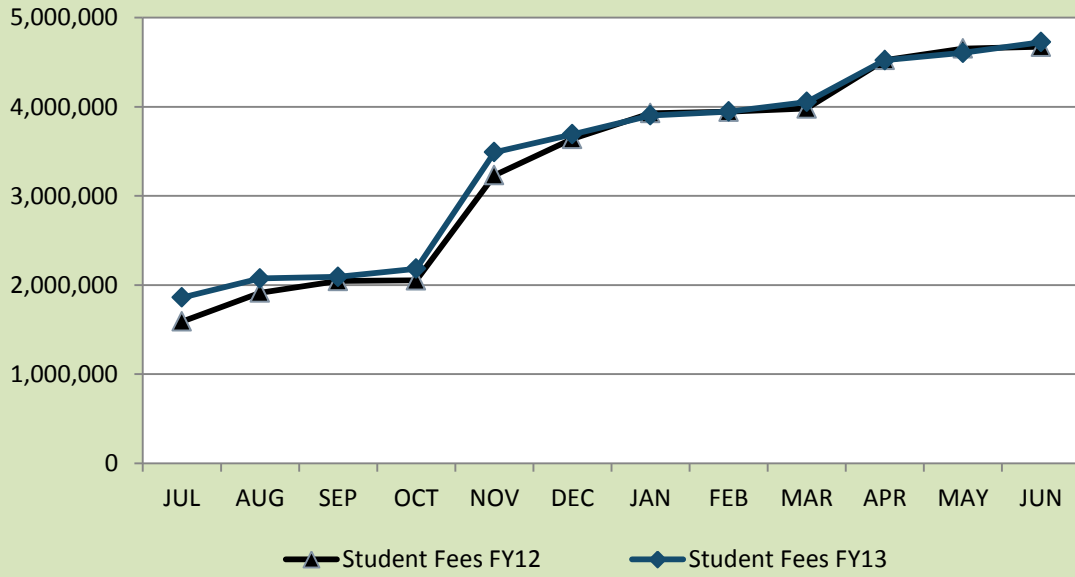
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

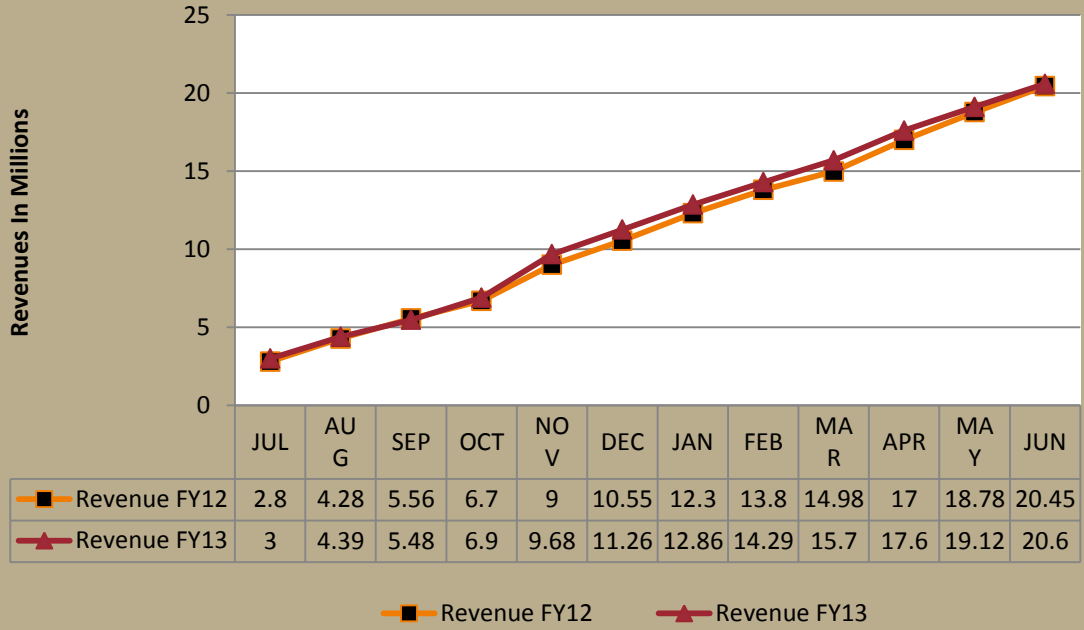
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the Revenue and Expenditures graphs through June 2013.

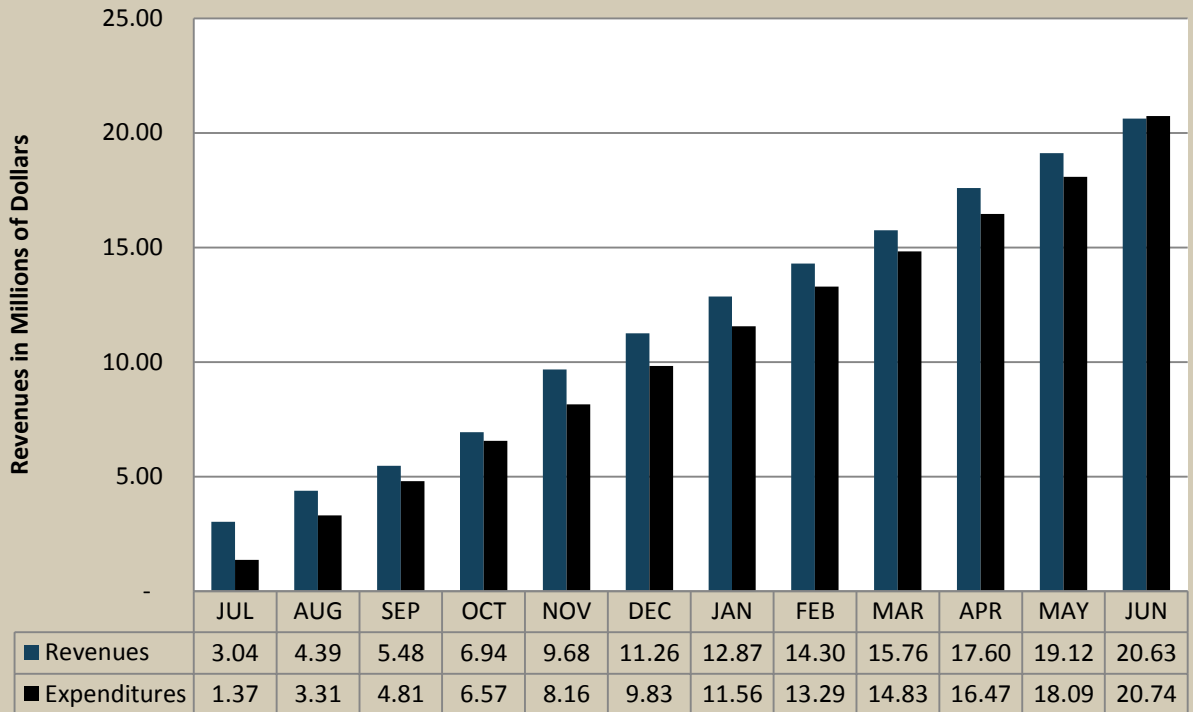
**South Florida State College  
Fund 1 Student Fee Revenue, FY 12 vs FY 13**



## South Florida State College Fund 1 Total Revenue, FY 12 vs FY 13



## South Florida State College Fund 1 Total Revenues & Expenditures FY 13





South Florida State College					
Revenue and Expenditures					
For the Month Ended June 30, 2013					
Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition	\$ 4,085,382.00	\$ 3,976,089.03	\$ 109,292.97	97.32%
403XX	Non Resident Fees	119,314.00	79,766.40	39,547.60	66.85%
404XX	Laboratory Fees	344,800.00	388,150.00	(43,350.00)	112.57%
40505	Transient Student Application Fee	-	350.00	(350.00)	100.00%
40600	Graduation Fees	13,825.00	19,048.20	(5,223.20)	137.78%
40700	Transcript Fee	9,500.00	9,893.11	(393.11)	104.14%
408XX	Technology Fees	186,543.00	185,190.40	1,352.60	99.27%
409XX	Other Student Fees	66,190.00	67,215.75	(1,025.75)	101.55%
42110	FCSPF-General Revenue	12,547,531.00	12,547,531.00	-	100.00%
42210	CO&DS Entitlement	2,150.00	1,356.00	794.00	63.07%
42610	FCSPF-Lottery	2,604,754.00	2,604,754.00	-	100.00%
42900	Indirect Cost Recovered - State	-	515.16	(515.16)	100.00%
43900	Indirect Costs Recovered - Federal	125,000.00	119,661.59	5,338.41	95.73%
44100	Cash Contributions	19,585.00	18,906.81	678.19	96.54%
44400	Private Grants and Contracts	-	1,739.13	(1,739.13)	100.00%
46201	Commissions-Concessions Taxable	4,000.00	-	4,000.00	0.00%
46400	Use of College Facilities	77,500.00	91,778.42	(14,278.42)	118.42%
46401	Rental - Tri-County Human Svcs	138,902.00	138,902.28	(0.28)	100.00%
466XX	Other Sales and Services	274,040.00	256,820.46	17,219.54	93.72%
48100	Interest and Dividends	7,500.00	7,085.99	414.01	94.48%
487XX	Fines and Penalties	3,650.00	4,037.12	(387.12)	110.61%
49XXX	Transfers and Other Revenues	143,181.00	110,884.71	32,296.29	77.44%
	<b>Total Revenue</b>	<b>\$ 20,773,347.00</b>	<b>\$ 20,629,675.56</b>	<b>\$ 143,671.44</b>	<b>99.31%</b>
511XX	Management	\$ 1,810,765.00	\$ 2,002,215.69	\$ (191,450.69)	110.57%
52XXX	Instruction	4,441,013.99	4,470,020.29	(29,006.30)	100.65%
53XXX	Other Professional	2,670,241.90	2,703,855.24	(33,613.34)	101.26%
54XXX	Career Staff	2,648,981.02	2,630,814.59	18,166.43	99.31%
56XXX	Other Personnel Services-Instructional	877,827.00	889,468.21	(11,641.21)	101.33%
57XXX	Other Professional-Tech/Clerical/Trade	132,294.00	117,512.14	14,781.86	88.83%
580XX	Student Employment-Work Study	25,000.00	26,459.30	(1,459.30)	105.84%
585XX	Employee Awards	4,500.00	4,623.30	(123.30)	102.74%
59XXX	Benefits	3,448,128.00	2,989,552.11	458,575.89	86.70%
	<b>Total Personnel</b>	<b>\$ 16,058,750.91</b>	<b>\$ 15,834,520.87</b>	<b>\$ 224,230.04</b>	<b>98.60%</b>
605XX	Travel	\$ 281,903.00	\$ 238,851.23	\$ 43,051.77	84.73%
61000	Freight and Postage	37,900.00	20,629.03	17,270.97	54.43%
61500	Telecommunications	125,000.00	146,022.24	(21,022.24)	116.82%
62000	Printing	74,498.00	46,673.73	27,824.27	62.65%
625XX	Repairs and Maintenance	822,880.00	772,941.28	49,938.72	93.93%
630XX	Rentals	188,658.00	177,581.18	11,076.82	94.13%
63500	Insurance	341,650.00	341,669.58	(19.58)	100.01%
640XX	Utilities	1,397,300.00	1,366,563.47	30,736.53	97.80%
645XX	Other Services	462,054.00	404,579.42	57,474.58	87.56%
650XX	Professional Fees	195,700.00	169,851.28	25,848.72	86.79%
655XX	Education Office/Dept Material Supp	420,880.00	404,661.25	16,218.75	96.15%
657XX	Data Software-Non-Capitalized	40,919.00	76,756.98	(35,837.98)	187.58%
66000	Maint/Construction Material/Supp	272,049.00	310,597.28	(38,548.28)	114.17%
665XX	Other Materials and Supplies	193,847.00	164,654.68	29,192.32	84.94%
670XX	Subscriptions/Library Books	36,954.00	35,027.46	1,926.54	94.79%
67500	Purchases for Resale	74,500.00	58,408.50	16,091.50	78.40%
68002	Fundable Fee Waivers	35,000.00	33,666.00	1,334.00	96.19%
69XXX	Transfers and Other Expenses	70,000.00	54,408.00	15,592.00	77.73%
	<b>Total Current Expenses</b>	<b>\$ 5,071,692.00</b>	<b>\$ 4,823,542.59</b>	<b>\$ 248,149.41</b>	<b>95.11%</b>
706XX	Minor Equipment >1000<5000	\$ 49,422.00	\$ 47,190.53	\$ 2,231.47	95.48%
71000	Furniture and Equipment	32,346.00	32,346.00	-	100.00%
	<b>Total Capital Outlay</b>	<b>\$ 81,768.00</b>	<b>\$ 79,536.53</b>	<b>\$ 2,231.47</b>	<b>97.27%</b>