



**SFSC
District Board of Trustees
Regular Meeting
October 23, 2013**

**Lake Placid Center
6:00 p.m.**

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


Norman L. Stephens, Jr., President/Secretary

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: OCTOBER 23, 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 October 23, 2013 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of October 23, 2013 as presented.

AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
LAKE PLACID CENTER
OCTOBER 23, 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 – September 25, 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 Electronic Textbooks and Other Resource Initiatives
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Training Agreement – Heartland Workforce Investment Board, Inc.
 - 5.2.2 Service Agreement – University of South Florida
 - 5.3 Grant Applications
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
 - 6.1 Policy Development
 - 6.1.1 Policy 1.07 Alcohol and Drug-Free Campus and Workplace
 - 6.1.2 New Policy 4.11 Student Fees
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
 - 7.2 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: OCTOBER 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – SEPTEMBER 25, 2013

It is recommended that the minutes of the regular meeting held September 25, 2013 as presented and recorded in the Supplemental Minute Book, be approved.

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

**MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
SEPTEMBER 25, 2013**

Members Present: Mr. Tim Backer
Mr. Derren Bryan
Mrs. Tami Cullens
Dr. Louis H. Kirschner
Mr. Ken Lambert, Vice Chair
Mrs. Lana C. Puckorius
Mrs. Kris Y. Rider
Mr. Joe Wright, 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	Mr. Kevin Brown	Mrs. Tammy Bush
Mrs. Teresa Crawford	Mrs. Deborah Latter	Mr. Glenn Little
Mrs. Lindsay Lynch	Dr. Mike McLeod	Dr. Leana Revell
Dr. Chris van der Kaay	Ms. Jane Hancock	Dr. Deborah Fuschetti
Dr. Michele Heston	Mrs. Michele DeVane	Mrs. Becky Sroda
Ms. Courtney Green	Ms. Cindy Kinser	Dr. Tina Cardenas
Mr. Fernando Islas		

Others Present: Students from the SFSC Hardee Panther Ambassador's organization

CALL TO ORDER

At 6:07 p.m., the regular meeting of the District Board of Trustees was called to order at the Hardee Campus by Board Chair, Mr. Joe Wright.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mr. Bryan, to adopt the agenda of the regular meeting held September 25, 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. Cullens made a motion, seconded by Mr. Lambert, to approve the minutes of the regular meeting held August 28, 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 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed with no changes.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 Student Celebration

Dr. Leitzel introduced Mrs. Crawford who introduced Mr. Fernando Isla, Student Services Advisor, Hardee Campus. He then asked the 6 student SGA officers of the Hardee Panthers Ambassadors organization to introduce themselves. A presentation on community service projects, student social events, recruiting events and a list of upcoming fall events was presented.

3.0 PUBLIC COMMENT

4.0 PRESENTATION

4.1 Baccalaureate Programs

Dr. Leitzel introduced Dr. Revell who gave a presentation on the college's proposed baccalaureate programs. **(EXHIBIT "A")**

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, full-time professional staff; retirements; and adjunct faculty for the 2013-14 academic year as needed. **(EXHIBIT "B")**

5.2 Agreement and Contracts

5.2.1 Approved the renewal of a support service agreement with Pensacola State College, designated by Cisco Systems, Inc., as a Cisco Academy Support Center, to provide services to the SFSC Cisco Academy as presented. **(EXHIBIT "C")**

5.2.2 Approved a revised affiliation agreement with Diversicare Leasing Corporation D/B/A Hardee Manor Healthcare Center to provide clinical facilities to the SFSC Nursing program for student training experiences as presented. **(EXHIBIT "D")**

5.2.3 Approved a new facilities use agreement with Lake Glenada RV & Mobile Home Park to allow SFSC Community Ed to use the swimming pool for aquabics classes as presented. **(EXHIBIT "E")**

5.3 Grant Applications

5.3.1 From Boom Town to Present: An Oral History of Avon Park
Florida Humanities Council \$2,000

5.3.2 Tobacco Training and Cessation Program
Central FL Area Health Education Center, Inc., Nursing Ed \$2,000
Central FL Area Health Education Center, Inc., Dental Ed \$2,000

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 July 2013. **(EXHIBIT "F")**

5.4.2 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of **\$8,856.94**. **(EXHIBIT "G")**

Mr. Bryan made a motion, seconded by Mrs. Puckorius, to approve the Consent Agenda, Items 5.1 through 5.4.2 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, 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 Development

6.1.1 Policy 1.07 Alcohol and Drug-Free Campus and Workplace

Dr. Leitzel presented for discussion proposed changes to Policy 1.07 Alcohol and Drug-Free Campus and Workplace. **(EXHIBIT "H")**

Mrs. Puckorius made a motion, seconded by Mr. Lambert, to make additional changes to the policy and bring it back to the October 23 meeting. 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

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

Mr. Backer made a motion, seconded by Mrs. Puckorius, 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 Bachelor of Science in Elementary Education Program

Requested approval to submit a program proposal to the Florida College System and State Board of Education that will allow SFSC to initiate a Bachelor of Science in Elementary Education program effective fall 2014. **(EXHIBIT "J")**

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to approve the submission of a proposal to initiate a Bachelor of Science in Elementary Education program to the Florida College System 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.**

7.3 Bachelor of Science in Nursing Program

Requested approval to submit a program proposal to the Florida College System and State Board of Education that will allow SFSC to initiate a Bachelor of Science in Nursing program effective fall 2014. **(EXHIBIT "K")**

Mr. Lambert made a motion, seconded by Mrs. Rider, to approve the submission of a proposal to initiate a Bachelor of Science in Nursing program to the Florida College System as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Interlocal Agreement and Roadway Easement with Highlands County

Following a detailed presentation from Vice President Glenn Little, approval was requested to enter into an Interlocal Agreement with Highlands County to allow alignment of the intersection of College Drive and Memorial Drive. **(EXHIBIT "L")**

Dr. Kirschner made a motion, seconded by Mr. Backer, to approve entry into an Interlocal agreement with Highlands County to allow for realignment of the intersection of College Drive and Memorial as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

9.0 REPORTS

9.1 Facilities

9.2 Resource Development

I. Grants Funded

Adult Education and Family Literacy English Literacy/Civics Education – Hardee County Florida Department of Education	\$21,654.00
Adult Education and Family Literacy English Literacy/Civics Education – Highlands County Florida Department of Education	\$23,082.00
Adults with Disabilities Florida Department of Education	\$170,000.00
National Farmworker Jobs Program Florida Department of Education	\$258,392.00
Rural and Sparsely Populated – Carl D. Perkins Florida Department of Education	\$91,072.70
Postsecondary Technical Education (132) Carl D. Perkins Florida Department of Education	\$173,738.00

II. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$53,523.02** from August 14, 2013 through September 10, 2013.

9.3 Financial Report

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

9.4 President's Report

1. Dr. Leitzel updated the Trustees on the Marketing Task Force initiatives and the sub-committees reports.
2. Dr. Leitzel stated that he had asked the SFSC Foundation Board and Mr. Appelquist to lead the charge for the college's 50th anniversary celebration in 2015.
3. Dr. Leitzel asked Mrs. Lynch to report on the \$1 million TAA grant to college was recently awarded.
4. Dr. Leitzel noted that the operational audit findings report had been sent to the Trustees.
5. Dr. Leitzel asked Dr. Revell to give an update on this year's dual enrollment process.
6. Dr. Leitzel asked Dr. van der Kaay to report on the graduation satisfaction survey. Dr. Leitzel will email a copy of the report to the Trustees.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mr. Lambert stated no report.

Mrs. Rider stated no report.

Mr. Bryan would like to explore the possibility of the Trustees having an SFSC email account. He also asked for an eBooks update at next month's meeting.

Mrs. Cullens thanked Mrs. Crawford for hosting tonight's meeting. She also appreciated seeing the additional data presented.

Mrs. Puckorius stated that she has been nominated for a Director-at-Large seat on the ACCT Board of Directors. The election will be held at the 2013 ACCT Leadership Congress in Seattle in October. She stated that it was an honor to be nominated. She also stated that it would be a good opportunity for her to share information with the college.

Mr. Backer thanked Mrs. Crawford for hosting tonight's meeting and wished Mrs. Puckorius and Mr. Lambert a Happy Birthday.

Dr. Kirschner thanked Mrs. Crawford for hosting tonight's meeting.

9.7 Board Chair Report

1. Mr. Wright asked Mr. Lambert to cast the college's delegation vote, in his absence, at the ACCT Leadership Congress Conference in Seattle.
2. Mr. Wright stated that the Highlands County Legislative Delegation will meet on Wednesday, October 30 from 2-4 p.m. in the commission chambers at the Highlands County Government Center in Sebring. Agenda items must be sent to Senator Grimsley's office by noon on October 15. He also stated that the Hardee County Delegation will meet October 2 from 9:30-11:30 a.m. in the Hardee County Commission Chambers and the DeSoto County Delegation will be October 2 from 1:30-4:00 p.m. in the DeSoto County Commission Chambers.
3. Mr. Wright shared that A Heartland Discussion with Governor Scott – *A Symbiotic Relationship of Education and Economic Develop*, will take place Thursday, October 3 from 6-8 p.m. at the Highlands Today Center in Sebring.
4. Mr. Wright stated that during the second day of the AFC Trustees Commission Conference held September 12-13, there was discussion on Developmental Education.
5. Mr. Wright congratulated Dr. Leitzel for his letter from Governor Scott who congratulated the college on being recognized by the *Washington Monthly* magazine.
6. Mr. Wright asked Dr. Leitzel to look at possible dates for a tour of the college's departments and programs for those Trustees who would like to attend.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:46 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: OCTOBER 23, 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

OCTOBER 2013	NOVEMBER 2013	DECEMBER 2013
<p>2-5 ACCT Leadership Congress Seattle, WA</p> <p>23 Board Meeting, 6 PM Lake Placid Center</p>	<p>13-15 AFC Annual Convention Orlando, FL</p>	<p>2 SFSC Foundation Jubilee 6:30 PM Jacaranda Hotel</p> <p>11 Planning Workshop, 3 PM Followed by Board Meeting, 5 PM Highlands Campus</p> <p>12 SFSC Foundation Christmas Luncheon 12 PM Jacaranda Hotel</p> <p>19 SFSC Employee Holiday Luncheon 11 AM Cafeteria</p>
JANUARY 2014	FEBRUARY 2014	MARCH 2014
<p>22 Board Meeting, 6 PM Highlands Campus</p>	<p>10-13 ACCT Nat'l Legislative Summit Washington, DC</p> <p>26 Board Meeting, 6 PM Hardee Campus</p>	<p>1 SFSC Panther 5K Run/Walk 7:00 AM Highlands Campus</p> <p>26 Board Meeting, 6 PM Lake Placid Center</p>
APRIL 2014	MAY 2014	JUNE 2014
<p>23 Board Meeting, 6 PM Highlands Campus</p> <p>26 SFSC Foundation Gala 6:00 PM Jacaranda Hotel</p>	<p>6 SFSC Commencement</p> <p>28 Budget Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p>	<p>25 Board Meeting, 6 PM DeSoto Campus</p>
JULY 2014	AUGUST 2014	SEPTEMBER 2014
<p>23 Board Meeting, 6 PM Highlands Campus</p>	<p>27 *Board Meeting, 6 PM DeSoto Campus</p>	<p>24 *Board Meeting, 6 PM Hardee Campus</p>

*Tentative

2.0 Communications, Introductions, and Recognitions

3.0 *Public Comment*

4.0 *Presentations*



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: OCTOBER 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PRESENTATION – ELECTRONIC TEXTBOOKS AND OTHER RESOURCE
INITIATIVES

This month's Board presentation features innovative changes in the marketplace for educational materials and resources for students, with a focus on efforts at SFSC to provide affordable course materials for our faculty and students. We are proud of the willingness of our faculty to embrace change and to be innovative as we introduce new options to students, always with a concern for affordability.


Discussion will center around the SFSC e-textbook pilot program, e-textbooks currently available at our Bookstore, electronic resources used in courses with laboratory sections, open source textbook initiatives, textbook rental programs, electronic resources available in our libraries, and statewide initiatives currently underway.

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: OCTOBER 23, 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.

	CONSENT AGENDA ACTION ITEMS	Page
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5.2	Agreement and Contracts	
	5.2.1 Training Agreement – Heartland Workforce Investment Board, Inc.	20
	5.2.2 Service Agreement – University of South Florida	21
5.3	Grant Applications	-
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	22



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: OCTOBER 23, 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. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Oates, John M.	Media Technical Support Specialist	09/30/13

II. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Boydston, Joel	Professor, Networking Technology	01/17/14

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Bailes, Jessica	Nursing: BSN, ADN, PN, Nurse Assistant	II
Campbell, Christopher	EMS Programs	IIIB
Cohen, Jeremy	EMS Programs	IIIB
Crawford, Vincent	ABE/GED/ESOL	III
Edemidiong, Sunday	ABE/GED/ESOL	II
Hood, Sally	Accounting	II
Kogelschatz, Richard	Education	II
Poole, Jesse	Criminal Justice	IV
Randall, Howard	ABE/GED/ESOL	III
Wilson, Ashanti	SAT Prep/Pre ACT Language Arts	II

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: OCTOBER 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING AGREEMENT – HEARTLAND WORKFORCE INVESTMENT BOARD, INC.

Approval is requested to **renew** a training agreement between Heartland Workforce Investment Board, Inc. (HWIB) and South Florida State College to serve as a training agent for 2013-2014. The agreement will allow clients of Heartland Workforce to participate in Adult Basic Education, General Education Diploma, and English for Speakers of Other Languages training programs offered by the College. The contract renewal period is for one year.

SUGGESTED MOTION:
Move to approve the renewal of a support services agreement with Heartland Workforce Investment Board, Inc., to serve as a training agent for 2013-2014 as presented.



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: OCTOBER 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SERVICE AGREEMENT – UNIVERSITY OF SOUTH FLORIDA

Approval is requested to **renew** a service agreement between South Florida State College and University of South Florida to continue to serve as a fiscal agent for the Small Business Development Center which is housed on the Highlands campus. The Small Business Development Center is supported by the Highlands County EDC, and serves Highlands County, Hardee County, and DeSoto County. The contract renewal period is for one year.

SUGGESTED MOTION:

Move to approve the renewal of a service agreement with the University of South Florida to serve as a fiscal agent for the Small Business Development Center housed on the Highlands Campus as presented.



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: OCTOBER 23, 2013

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 September 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.

Accounts Payable:								
	2013/2014 Checks		2013/2014 Electronic Payments		2013/2014 P-Card		2013/2014 Totals	
	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	269	263,023.82	280	1,079,241.59	470	262,269.91	1019	\$1,604,535.32
Sept	274	421,484.09	243	654,310.86	575	205,769.15	1092	\$1,281,564.10
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
Totals	1025	\$1,180,772.17	667	\$2,563,941.66	1398	\$632,087.81	3090	\$4,376,801.64

Payroll:								
	2013/2014 Checks		2013/2014 Electronic Payments				2013/2014 Totals	
	No.	Amount	No.	Amount			No.	Amount
July	45	\$40,227.64	474	\$831,790.63			519	\$872,018.27
Aug	26	48,386.72	366	799,710.94			392	848,097.66
Sept	31	30,424.84	403	793,741.48			434	824,166.32
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
Totals	102	\$119,039.20	1243	\$2,425,243.05			1345	\$2,544,282.25

Accounts Payable:						
	2012/2013			2013/2014		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	699	\$1,248,137.18	\$ 1,248,137.18	979	\$1,490,702.22	\$ 1,490,702.22
August	860	1,664,384.86	2,912,522.04	1,019	1,604,535.32	\$ 3,095,237.54
September	1,081	1,184,896.82	4,097,418.86	1,092	1,281,564.10	\$ 4,376,801.64
October	2,788	3,121,266.46	7,218,685.32			
November	1,293	1,159,106.44	8,377,791.76			
December	1,021	1,328,652.61	9,706,444.37			
January	1,058	942,155.17	10,648,599.54			
February	2,446	3,267,707.96	13,916,307.50			
March	1,197	1,441,875.37	15,358,182.87			
April	1,059	1,336,395.21	16,694,578.08			
May	1,043	1,452,652.31	18,147,230.39			
June	1,200	1,584,718.52	19,731,948.91			
Totals	15,745	\$19,731,948.91		3,090	\$4,376,801.64	

Payroll:						
	2012/2013			2013/2014		
	# 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	392	848,097.66	\$1,720,115.93
September	408	830,083.03	2,554,202.53	434	824,166.32	\$2,544,282.25
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			
Totals	5609	\$10,533,185.33		1345	\$2,544,282.25	

6.0 Planning and Policy Issues



OFFICE OF THE PRESIDENT

Item 6.1.1

PRESENT TO BOARD: OCTOBER 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: POLICY DEVELOPMENT: 1.07 ALCOHOL AND DRUG-FREE CAMPUS AND
WORKPLACE

Upon review at the September 25 meeting, the District Board of Trustees requested additional revisions be made to DBOT Policy 1.07 Alcohol and Drug-Free Campus and Workplace.

It is recommended that **revised** proposed Policy 1.07 Alcohol and Drug-Free Campus and Workplace be offered for discussion purposes and brought back to the December meeting for your consideration.

Specific recommendations made at the September DBOT meeting are shown in blue ink. The original changes remain in red ink.

SUGGESTED MOTION:

Move to table consideration of changes to Policy 1.07 Alcohol and Drug-Free Campus and Workplace as presented.

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

POLICY NO. 1.07

TITLE: ALCOHOL- AND DRUG-FREE CAMPUS AND WORKPLACE

LEGAL AUTHORITY: FLORIDA STATUTES: 112.0455, 561 et.seq., 1001.64

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

~~The college~~ South Florida State College (SFSC) is committed to providing an alcohol- and drug-free environment for its students, employees, other campus participants, and the general public as is appropriate for an academic center of learning. In compliance with the Drug-Free Workplace Act of 1988 and Drug Free Schools and Communities Act Amendments of 1989, (Public Law 101-226), the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by employees and students is prohibited. The consumption of alcoholic beverages is ~~prohibited~~ strictly limited in and on college-owned property as set forth below:-

A. Employees

1. Employees are not permitted to engage in work activities for the college while under the influence of alcohol or illegal drugs ~~as defined in law~~. Criminal acts involving illegal use of alcohol or drugs shall be reported to law enforcement.
2. Any employee violating this policy shall be subject to disciplinary action including evaluation or treatment for substance abuse and the possible termination of employment.
3. Employees will be made aware, through a continuing education program, of the dangers and consequences of alcohol and other substance abuse.
4. An employee convicted of the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol shall notify the director, human resources within five days after such conviction and shall be subject to disciplinary action including evaluation and treatment for substance abuse and the possible termination of employment.

B. Students, other campus participants, and the general public

1. Students, participants, or members of the general public should not attend classes, events, or activities of the college while under the influence of alcohol or illegal drugs ~~as defined in law~~. Alcoholic beverages are not permitted to be possessed, sold, served, or consumed by an underage student during any official college event or activity.
2. Any student violating this policy may be referred for evaluation and treatment for substance abuse and shall be subject to disciplinary action including suspension

or expulsion. Students who are convicted of any drug offense must report the conviction to the dean, student services within five days after such conviction.

3. Students shall be made aware, through annual awareness and education programs, of the health risks, dangers, and consequences of alcohol and other substance abuse.
4. Participants and members of the general public who violate this policy may be reported to law enforcement.

C. SFSC affirms the guiding ethical principal of responsible freedom. The exercise of personal responsibility includes the obligation to make sound judgments regarding alcoholic beverages. The college recognizes, however, that many undergraduate students are below the legal drinking age and serious health risks and behavior problems are associated with the use of alcohol in the collegiate environment. Consequently, alcoholic beverages (beer and wine only) will be permitted at SFSC only in settings which:

1. Comply with federal and state laws, local ordinances, and college policy;
2. Present minimal health and safety risks; and
3. In no way inhibit the full participation of those who choose not to drink alcohol and have been specifically authorized in accordance with Section D below.

D. Alcoholic beverages may be served without charge to individuals age 21 and over at gatherings or events provided that such service is in compliance with the following provisions along with other provisions which may be mandated by the DBOT, in their sole discretion, prior to authorization of the event:

1. Serving alcohol at the gathering or event has been authorized in advance by the District Board of Trustees (DBOT) and is held in accordance with all applicable laws, regulations, and policies. Each request will be considered on its own merits, and the decision to authorize or deny authorization shall not serve as legal precedence for future requests.
2. The alcoholic beverage served must be consumed or disposed of at the gathering or event;
3. Non-college entities hosting events or gatherings at college facilities may serve beer and wine (subject to DBOT authorization as stated above), provided that alcoholic beverages are served by a licensed vendor with appropriate levels of liability insurance, as determined in the sole discretion of the DBOT, listing SFSC as an additional insured on the policy covering the event.
4. One or more non-alcoholic beverages must be available in sufficient quantity throughout the event or gathering;
5. Wherever alcohol is present, food must also be in sufficient quantity throughout the event;

- 6. The burden of proof for showing legal age is placed upon the person desiring alcohol service. No service shall be provided unless clear evidence of legal age is presented;
- 7. Servers shall refuse to serve anyone who seems to be in danger of over-consumption;
- 8. State funds may not be used to purchase alcoholic beverages; and
- 9. Those persons working/volunteering as servers for the event or gathering may not consume alcohol before, during, or immediately following the event.
- E. Sale of alcoholic beverages is not permitted without a license. Only the division of Alcoholic Beverages and Tobacco can issue the license required to sell alcohol in Florida. For purposes of this policy, "sale" and "sell" mean any transfer of alcoholic beverage for a consideration, any gift of alcoholic beverage in connection with, or as a part of, a transfer of property other than an alcoholic beverage for a consideration, or the serving of an alcoholic beverage by a club licensed under the Beverage Law.

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

Issued by District Board of Trustees: 11/16/89

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

Revised: 01/22/02, 1/28/09, ~~x/xx/xx~~



OFFICE OF THE PRESIDENT

Item 6.1.2

PRESENT TO BOARD: OCTOBER 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: POLICY DEVELOPMENT: ADOPTION OF POLICY 4.11 STUDENT FEES

It is recommended that District Board of Trustees Policy 4.11 Student Fees be adopted to document that the President has the authority to publish, collect, defer, exempt, waive, and budget student fees. Currently, there is no policy that discusses the revenue part of budget development related to student fees. The policy will authorize the President to make operational decisions via procedures which have been in place.

This new policy is offered for discussion purposes and will be presented at the December meeting for your consideration.

SUGGESTED MOTION:

Move to table consideration adoption of Policy 4.11 Student Fees as presented.

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

POLICY NO. 4.11

TITLE: STUDENT FEES

LEGAL AUTHORITY: FLORIDA STATUTES: 1001.64-65, Chapter 1009.21-29;
STATE BOARD OF EDUCATION RULE 6A-14.054-0542

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES

The Board shall establish student fees and their rates upon recommendation of the president. The president shall establish procedures to publish, collect, defer, exempt, waive, and budget student fees. The president is authorized to waive, exempt, and/or defer fees established by the Board, subject to law and rules of the State Board of Education.

HISTORY: Adopted XX/XX/XX

Issued by District Board of Trustees: xx/xx/xx

Reviewed:


Revised:

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: OCTOBER 23, 2013
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

PROGRAM MODIFICATION

Modify the Administrative Office Specialist program to align with job needs by improving students' speed and accuracy with keyboarding and word processing curriculum, effective Spring 2014 (201420):

Administrative Office Specialist – OC #3430

Replace OTA 0595 Occupational Introduction to Business/Lab in Spring Term with OTA 0105 Occupational Intermediate Keyboarding/Lab in Office Electives.

COURSE ADDITIONS

Add the following courses in response to Florida Senate Bill 1720. These developmental education courses should assist students to attain the communication and computation skills necessary to successfully complete college credit instruction, effective Fall 2014 (201510):

- ENC 0XXX Writing Workshop (1 preparatory credit)**
- ENC 0XXX Developmental Writing I (2 preparatory credits)**
- ENC 0XXX Developmental Writing II (2 preparatory credits)**

Add the following new course to the Social and Behavioral Sciences General Education Requirements, effective Spring 2014 (201420):

- WOH 2XXX World History in the 20th Century (3 credits)**

COURSE DELETIONS

Delete the following courses that have not been taught in several years, effective Spring 2014 (201420):

ART 2400C Printmaking I
ART 2401C Printmaking II

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: OCTOBER 23, 2013
TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL
SUBJECT: FEE PROPOSALS

Consideration of the following fee proposals is requested:

Increase Lab Fee – Costs increases on instruments and dental equipment needed in laboratory experiences.

Table with 5 columns: Course Prefix#, Course Title, Current Fee, Proposed Fee, Effective Term. Row 1: DEH 1800L, Dental Hygiene Clinic I, \$927.00, \$960.00, Spring 2014

Delete Supplies Fees - Course deletions.

Table with 5 columns: Course Prefix#, Course Title, Current Fee, Proposed Fee, Effective Term. Row 1: ART 2400C, Printmaking I, \$20.00, Delete, Spring 2014. Row 2: ART 2401C, Printmaking II, \$20.00, Delete, Spring 2014

SUGGESTED MOTION:
Move to approve the fee proposals as presented.


8.0 Purchasing and Other Action Items

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: OCTOBER 23, 2013
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: RESOURCE DEVELOPMENT REPORT

I. Grants Funded (new grants)

Title: Highlands County Health Facilities Authority
Source: Highlands County Board of County Commissioners
Amount: \$8,905
Description: This grant will allow the college to create a simulated Doctor's Office in the Medical Assisting classroom. SFSC students will benefit greatly from this enhanced educational environment and training opportunity.

II. Title: Project XCEL-IT
Source: US Department of Labor
Trade Adjustment Assistance Community College and Career Training Grant Program (TAACCCT)
Amount: \$1,000,000
Description: Project XCEL-IT is a consortium of seven Florida colleges focused on developing educational pathways to support new industry growth in rural areas. The consortium received a total award of \$10,161,060. Through its portion of the project funds, SFSC will develop and implement degree and certificate programs in logistics and supply chain management, cyber security, and digital forensics designed to directly cross-walk with recognized industry certifications. Project funds will also be used to develop a corps of complementary non-credit courses in fields such as entrepreneurship, soft skills training, business communications, and computerized industry control. The combination of formal programs and non-credit courses will provide local industry leaders with a range of education and training options. They will also position our services district to attract new industries to the region.

III. 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 September 2013 meeting of the College District Board of Trustees. The included dates are September 11, 2013 through October 8, 2013. The total amount being reported is **\$58,944.35**.

South Florida State College Foundation, Inc					
Gift Summary Report 9/11/13 through 10/8/13					
Fund Description	Gift Count	Cash	Pledges	Other	Total
Unrestricted	44	\$8,195.50	\$0.00	\$0.00	\$8,195.50
Jacaranda Restoration Fund	2	\$47,501.00	\$0.00	\$0.00	\$47,501.00
African American-Dennard	1	\$25.00	\$0.00	\$0.00	\$25.00
SFSC General Scholarship	8	\$111.00	\$0.00	\$0.00	\$111.00
Joe Johnston/Bette McDeaman	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	3	\$35.00	\$0.00	\$0.00	\$35.00
Athletic Booster Club	2	\$15.00	\$0.00	\$0.00	\$15.00
Phi Theta Kappa	1	\$10.00	\$0.00	\$0.00	\$10.00
Dental Programs	3	\$120.00	\$0.00	\$211.33	\$331.33
MOFAC	3	\$1,007.50	\$0.00	\$0.00	\$1,007.50
Highlands County Bar Assoc.Scholarship	9	\$710.00	\$0.00	\$0.00	\$710.00
Norman L. Stephens Endowment	8	\$820.00	\$0.00	\$0.00	\$820.00
TSIC Scholarships	10	\$86.52	\$0.00	\$0.00	\$86.52
	Grand Totals:	\$58,733.02	\$0.00	\$211.33	\$58,944.35
105 Gift(s) listed					
92 Donor(s) listed					



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: OCTOBER 23, 2013

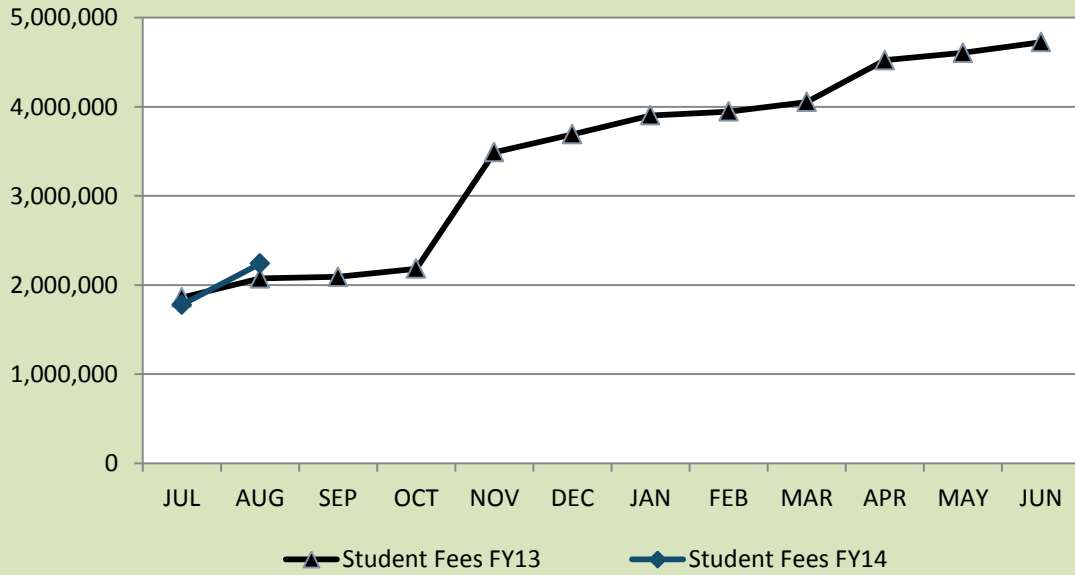
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

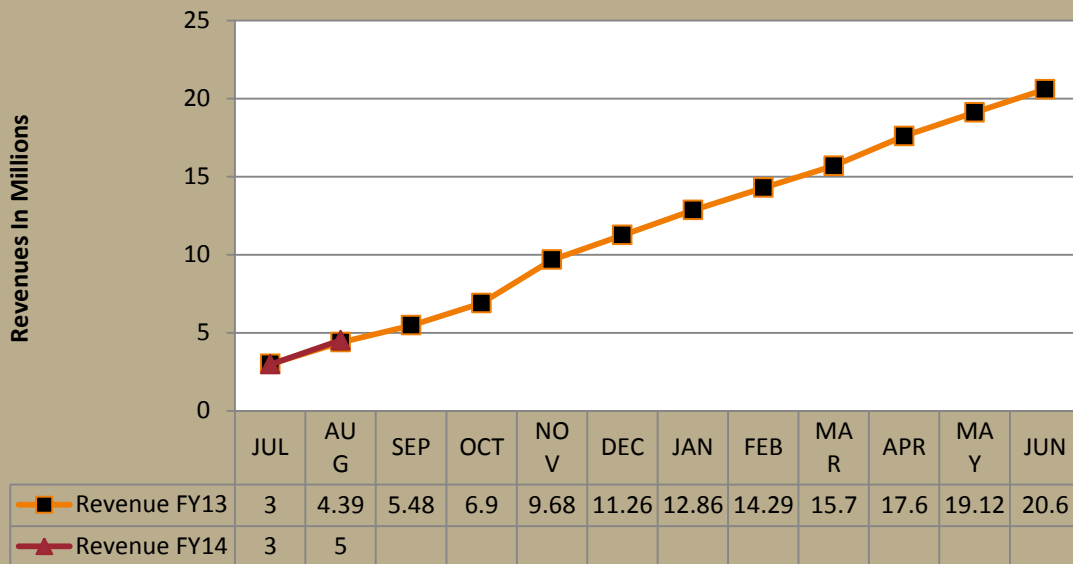
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – ***INFORMATION ITEM***

Attached are the graphs and summary of revenue and expenditures of the College through August 2013.

South Florida State College Fund 1 Student Fee Revenue, FY 13 vs FY 14

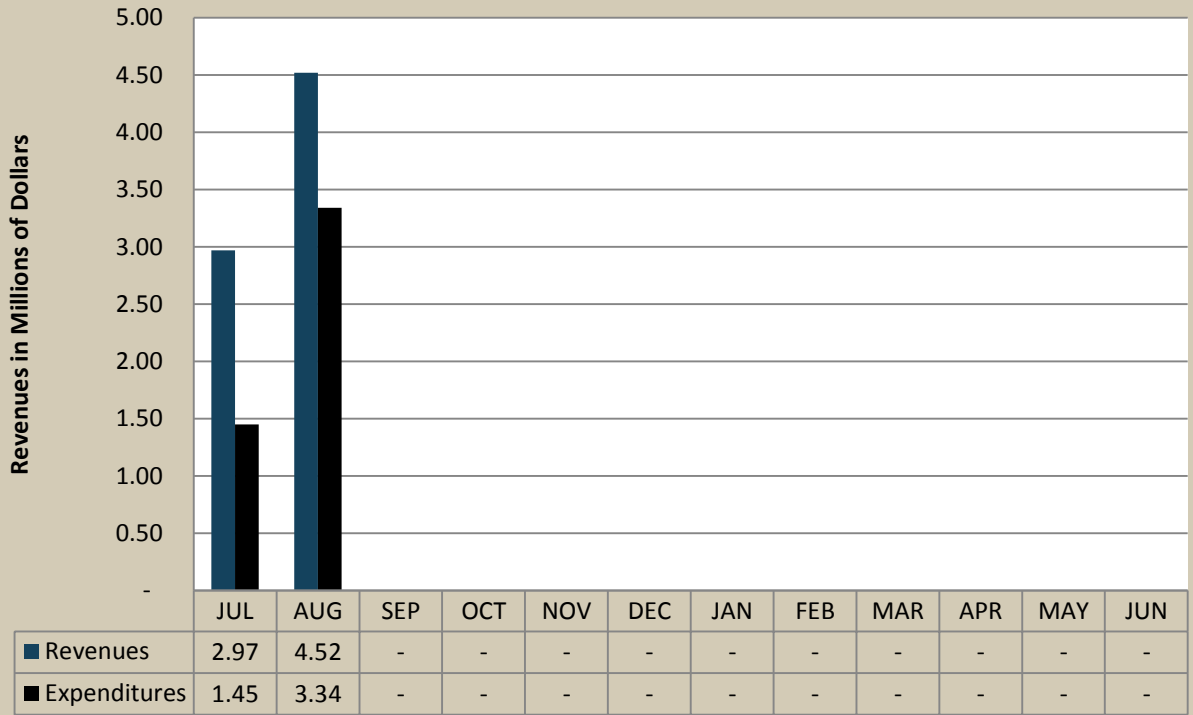


South Florida State College Fund 1 Total Revenue, FY 13 vs FY 14



■ Revenue FY13 ▲ Revenue FY14

South Florida State College Fund 1 Total Revenues & Expenditures FY 14



**South Florida State College
Revenue and Expenditures
For the Month Ended August 31, 2013**

Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition Fees	\$ 4,175,062.00	\$ 1,915,498.40	\$ 2,259,563.60	45.88%
403XX	Non Resident Fees	119,314.00	46,043.83	73,270.17	38.59%
404XX	Laboratory Fees	337,000.00	165,800.92	171,199.08	49.20%
40505	Transient Student Application Fee	-	135.00	(135.00)	100.00%
406XX	Graduation Fees	17,500.00	961.00	16,539.00	5.49%
40700	Transcript Fee	9,000.00	1,755.00	7,245.00	19.50%
408XX	Technology Fees	190,000.00	85,224.18	104,775.82	44.85%
409XX	Other Student Fees	64,050.00	26,446.04	37,603.96	41.29%
41600	Grants and Contracts from Counties	17,504.00	17,504.00	-	100.00%
42110	FCSPF-General Revenue	12,805,796.00	2,134,300.00	10,671,496.00	16.67%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	2,930,825.00	-	2,930,825.00	0.00%
42900	Indirect Cost Recovered - State	3,000.00	-	3,000.00	0.00%
43500	Federal Grants & Contracts	-	1,419.94	(1,419.94)	100.00%
43900	Indirect Costs Recovered - Federal	90,000.00	525.00	89,475.00	0.58%
44100	Cash Contributions	8,700.00	11,077.00	(2,377.00)	127.32%
46400	Use of College Facilities	83,000.00	4,270.19	78,729.81	5.14%
46401	Rental - Tri-County Human Svcs	138,902.00	23,150.38	115,751.62	16.67%
466XX	Other Sales and Services	260,650.00	81,351.38	179,298.62	31.21%
48100	Interest and Dividends	7,500.00	1,181.24	6,318.76	15.75%
487XX	Fines and Penalties	3,650.00	422.93	3,227.07	11.59%
49XXX	Transfers and Other Revenue	148,700.00	4,151.11	144,548.89	2.79%
	Total Revenue	\$ 21,412,303.00	\$ 4,521,217.54	\$ 16,891,085.46	21.12%
51XXX	Management	\$ 1,820,478.50	\$ 307,046.46	\$ 1,513,432.04	16.87%
52XXX	Instruction	4,527,386.00	486,854.08	4,040,531.92	10.75%
53XXX	Other Professional	2,761,503.20	459,126.33	2,302,376.87	16.63%
54XXX	Career Staff	2,675,749.00	444,657.41	2,231,091.59	16.62%
56XXX	Other Personnel Services/Instructio	931,200.00	60,016.53	871,183.47	6.45%
57XXX	Other Professional-Tech/Clerical/Tr	117,082.00	5,690.39	111,391.61	4.86%
58000	Student Employment -Inst Work Stu	25,000.00	467.40	24,532.60	1.87%
585XX	Employee Awards	4,500.00	142.98	4,357.02	3.18%
59XXX	Benefits	3,783,102.00	502,652.50	3,280,449.50	13.29%
	Total Personnel	\$ 16,646,000.70	\$ 2,266,654.08	\$ 14,379,346.62	13.62%
605XX	Travel	\$ 273,141.00	\$ 27,862.33	\$ 245,278.67	10.20%
61000	Freight and Postage	36,715.00	9,246.23	27,468.77	25.18%
61500	Telecommunications	153,000.00	-	153,000.00	0.00%
62000	Printing	69,480.00	9,236.85	60,243.15	13.29%
625XX	Repairs and Maintenance	837,575.00	330,656.01	506,918.99	39.48%
63000	Rentals	177,556.00	24,908.73	152,647.27	14.03%
63500	Insurance	396,400.00	224,538.94	171,861.06	56.64%
640XX	Utilities	1,480,650.00	194,507.27	1,286,142.73	13.14%
645XX	Other Services	447,615.00	97,755.07	349,859.93	21.84%
650XX	Professional Fees	161,650.00	8,051.00	153,599.00	4.98%
655XX	Education Office/Dept Material Supp	386,290.00	55,078.22	331,211.78	14.26%
657XX	Data Software-Non-Capitalized	22,975.00	14,643.81	8,331.19	63.74%
66000	Maint/Construction Material/Supp	289,250.00	34,916.92	254,333.08	12.07%
665XX	Other Materials and Supplies	112,100.00	24,400.09	87,699.91	21.77%
670XX	Subscriptions/Library Books	37,500.00	11,633.72	25,866.28	31.02%
67500	Purchases for Resale	61,800.00	965.76	60,834.24	1.56%
680XX	Scholarships	45,000.00	7,614.50	37,385.50	16.92%
69XXX	Transfers and Other Expenses	90,000.00	561.43	89,438.57	0.62%
	Total Current Expenses	\$ 5,078,697.00	\$ 1,076,576.88	\$ 4,002,120.12	21.20%