



**SFSC
District Board of Trustees
Regular Meeting
April 23, 2014**

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

**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**

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: APRIL 23, 2014

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 23, 2014 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of April 23, 2014 as presented.

AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
APRIL 23, 2014
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 26, 2014
 - 1.3 Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
- 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 National Farmworker Jobs Program - \$267,475
 - 5.3.2 Postsecondary Education - \$165,680
 - 5.3.3 Rural & Sparsely Populated Postsecondary Ed - \$91,000
 - 5.3.4 Adult General Education - \$217,000
 - 5.3.5 English Literacy / Civics Education - \$43,000
 - 5.3.6 Commercial Motor Vehicle Operator Safety Training - \$90,000
 - 5.3.7 Dental Services - \$15,000
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Payment Summary
 - 5.4.2 Property Deletion & Disposal
- 6.0 Planning and Policy Issues
 - 6.1 Policy Implementation
 - 6.1.1 New Policy 1.18: Substance Abuse Testing
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
 - 7.2 Fee Proposals
 - 7.3 Development and Implementation of Women's Cross Country Team
- 8.0 Purchasing and Other Action Items
 - 8.1 Equity Plan Update
- 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: APRIL 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – MARCH 26, 2014

It is recommended that the minutes of the regular meeting held March 26, 2014 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:
Move to approve the minutes of the March 26, 2014 regular meeting as presented.

**MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MARCH 26, 2014**

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. Susie Hale	Mrs. Anita Kovacs	Mrs. Deborah Latter
	Mr. Glenn Little	Dr. Mike McLeod	Dr. Leana Revell
	Dr. Chris van der Kaay	Ms. Becky Sroda	Dr. Deborah Fuschetti
	Dr. Robert Flores	Ms. Jane Hancock	Mrs. June Weyrauch
	Mrs. Michele DeVane	Ms. Tara Huften	Dr. Kimberly Dos Santos
	Mr. Robert Land	Ms. Michelle MacBeth	Mrs. Stacy Sharp
	Ms. Tasha Morales	Ms. Monica Powers	Mrs. Mandy Ramos
	Mr. Wade Williams		

Others Present: Mr. Bob Holm, Mr. Bob Rihn, Ms. Elaine Sharin, Ms. Jackie Henderson, Ms. Mabel Castel, and Ms. Sharnek Curry

CALL TO ORDER

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

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting held March 26, 2014 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

Mr. Lambert made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held February 26, 2014. 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

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the following changes to the Agenda Master Calendar: Move the location of the June 25, 2014 meeting from the DeSoto Campus to the Hardee Campus. Change the tentative date of the September 24, 2014 meeting on the Hardee Campus to October 1, 2014 on the Highlands Campus. Change the tentative date of the October 22, 2014 meeting to November 5, 2014 on the Highlands Campus. 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.**

Dr. Leitzel invited the Trustees to SFSC Student Awards Day on April 17 at noon in the University Center Auditorium.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

The following employees were introduced.

Employee	Position	Supervisor	Hired
Kimberley Dos Santos	Lead Instructor, Elementary Education	Michele DeVane	01/02/14
Tara Huften	Staff Assistant II, Bioenergy Program	J. Kevin Brown	01/30/14
Robert Land	General Maintenance	Robert Mathy (Introduction by Robert Flores)	08/06/13
Verna "Michelle" Macbeth	Instructor, Spanish	Stacy Sharp	08/19/13
Tasha Morales	Staff Assistant II, Student Support Services	Monica Powers	01/02/14
Mandy Ramos	Resource Development Assistant: Planned Giving	Jane Hancock	01/13/14
Wade Williams II	General Maintenance	Robert Mathy (Introduction by Robert Flores)	01/02/14

3.0 PUBLIC COMMENT

3.1 The Florida Center for Addictions and Dual Disorders

Vice President Little explained the college's relationship with The Florida Center and introduced Mr. Robert Rihn, Executive Director of Tri-County Human Services, which serves as the administrative entity for The Florida Center of Addictions and Dual Disorders. Mr. Rihn presented Mr. Wright with a resolution thanking the college for its partnership. He commended Mr. Little and Dr. Flores for their service. **(EXHIBIT "A")**

4.0 PRESENTATION

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, administrative staff; full-time faculty; full-time professional staff; full-time career staff; resignations; retirements; reappointments, full-time

administrative staff 2014-15; full-time faculty 2014-15; and annual contracts (9, 10, 11, 12 month contract depending upon responsibilities) **(EXHIBIT "B")**

5.2 Agreement and Contracts

5.2.1 Approved entry into a **new** affiliation agreement with the Florida Department of Health in Highlands County to provide preventative dental screening, basic examination, and dental sealant services to students enrolled in Highlands County Public Schools as presented. **(EXHIBIT "C")**

5.3 Grant Applications

5.3.1 EMS Matching Grant

Florida Department of Health \$27,000
(EXHIBIT "D")

5.3.2 Simulation (SIM) Man for Nursing Program

Hugaton Foundation \$67,000
(EXHIBIT "E")

5.3.3 Tourism Grant Program

Highlands County Tourist Development Council \$1,000
(EXHIBIT "F")

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 2014. **(EXHIBIT "G")**

5.4.2 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of **\$15,940.84**. **(EXHIBIT "H")**

Mrs. Puckorius made a motion, seconded by Mr. Backer, 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 1.18 Substance Abuse Testing

Dr. Leitzel presented for discussion the development of Policy 1.18 Substance Abuse Testing. **(EXHIBIT "I")**

Mr. Bryan made a motion, seconded by Dr. Kirschner, to table consideration of the development of Policy 1.18 until the April 23 Board meeting and to remove the wording at the end of the first sentence in the second paragraph "which require substance abuse testing" 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

Vice President Revell introduced curriculum proposals. **(EXHIBIT "J")**

Mr. Lambert 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

Vice President Revell introduced fee proposals. **(EXHIBIT "K")**

Mrs. Puckorius made a motion, seconded by Mrs. Cullens, 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 – No report

9.2 Resource Development Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$49,546.44** from February 11, 2014 through March 3, 2014.

9.3 Financial Report

Financial graphs and a summary of revenue and expenditures through the month of January 2013 were presented as information items. **(EXHIBIT "L")**

9.4 President's Report

1. Dr. Leitzel announced that Mrs. Lindsay Lynch successfully defended her dissertation today and her title is now Lindsay Lynch, Ed.D.
2. Dr. Leitzel asked Dean Appelquist and Ms. Hancock to give a presentation on the college's upcoming 50th Anniversary Celebration. Dean Appelquist stated that the Foundation Board will chair the event and Ms. Hancock will be the sub-committee chair. She presented a PowerPoint presentation which described potential events and a kick-off celebration that will take place next year. More information will follow in the fall.
3. Dr. Leitzel gave a marketing update which included the college's website makeover and creative campaign.
4. Dr. Leitzel shared an opportunity the college could have with the *Farm Bill* funding. He commended Dr. Lynch, Dean Brown, and Dean Appelquist for their efforts and credited Mr. Wright with his ability to discuss this opportunity with Congressman Rooney. The bill is for \$125 million for citrus research. Mrs. Cullens and Mr. Wright also shared information and commended Dean Brown for organizing a successful grant application planning meeting.
5. Dr. Leitzel stated that Dr. van der Kaay submitted the Aspen Prize report last week.
6. Dr. Leitzel reported that Dr. Revell will submit this week to SACSCOC prospectus documents for two new programs - Biofuels Technology and Biomass Cultivation.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius stated that she is excited about the many good things going on at the college.

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Mr. Backer stated that he had recently seen Congressman Rooney at an event in Arcadia and thanked him for his support of the college.

Dr. Kirschner stated no report.

Mr. Lambert stated that he liked the direction and emphasis of college marketing efforts.

Mrs. Cullens thanked Dr. Leitzel and Dean Brown for their work with the meetings held the last two days regarding the Farm Bill.

Mr. Bryan stated he would like the 50th Anniversary Celebration to remember the past and also serve as an opportunity of promote the future of the college.

Mrs. Rider stated no report.

9.7 Board Chair Report

1. Mr. Wright shared that while in Washington, D.C. recently he delivered a report to Congressman Rooney and his staff prepared by Dean Brown and Dr. Lynch regarding the Farm Bill. Mr. Wright stated that he was very impressed with the college's work on the report.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 7:50 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: APRIL 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: 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 2014	MAY 2014	JUNE 2014
<p>23 DBOT Workshop, 4PM Followed by 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 Hardee 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>25-26 AFC Trustee Commission Conference Jacksonville, FL</p>
OCTOBER 2014	NOVEMBER 2014	DECEMBER 2014
<p>1 *Board Meeting, 6 PM Highlands Campus</p> <p>22-25 ACCT Leadership Congress, Chicago, IL</p> <p>29-31 Annual AFC Convention Destin, FL</p>	<p>5 *Board Meeting, 6 PM Highlands Campus</p>	<p>1 Jacaranda Jubilee, SFSC Foundation, 6:30 PM</p> <p>11 SFSC Foundation Christmas Luncheon, 12PM Jacaranda Hotel</p> <p>10 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p> <p>18 SFSC Commencement</p>
JANUARY 2015	FEBRUARY 2015	MARCH 2015
<p>28 *Board Meeting, 6 PM Highlands Campus</p>	<p>25 *Board Meeting, 6 PM Highlands Campus</p>	<p>25 *Board Meeting, 6 PM Highlands Campus</p>

*Tentative

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: APRIL 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Bohlman, Brian	Instructor, Computer Networking Technology	Kinser, Cindy	03/24/14
Dean, Latisha	Staff Assistant II, Xcel-IT Program	Brown, Kevin	03/24/14
LaDue, Pamela Renee	Physical Plant Operations Specialist	Arpasi, Cheryl	03/03/14
Long, Chadwick	Coordinator, Recruitment and Retention	Alexander-Harvey, Annie	02/24/14
Morales, Denise	Staff Assistant I, Nursing Education	Heston, Michele	01/21/14

3.0 *Public Comment*

4.0 *Presentations*



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: APRIL 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: STUDENT LIFE, ACTIVITIES, ATHLETICS, AND SERVICES

Dean Annie Alexander-Harvey will introduce the SGA leadership and other clubs and organizations. Members will share accomplishments and high points of the academic year. Our academic and athletic teams are included.

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 2013.

- We reactivated two clubs this year, the Rotaract Club & the Philosophy Club. We also merged two clubs, the Choir Club & the Drama Club, to form the Performing Arts Club.
- Art Club has had a great 2013-2014 year! We 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 14 art club students to visit art museums and sights in NYC in February, 2014. We assisted the MOFAC (Museum of Florida Art and Culture) with volunteer time and making refreshments for their receptions. This spring we took more students to the Ringling Museum of Art for their "Now" event of Postmodern art. We 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." We had active participation in SGA and all their events including the "College Week" of games enjoyed by all.
- The Health Occupations Students of America organization which formed their organization last year has performed well at their regional, state and national conferences. Just last year 2013 we had 11 Students place in the Top 5 at State, Regional, & National Competitions respectively in various events such as Nutrition, Home Health Aide, & Nursing Assistant. We have had a very successful two years since we started this organization. We have been recognized at the Regional, State, and National levels. We have awesome students we are dedicated to our organization.
- Rotaract is a branch of Rotary International for college students. While Rotary clubs serve as sponsors, Rotaract clubs decide how to organize and run their club and what projects and activities to carry out. Like Rotary clubs worldwide, Rotaract's mission is service above self and

function as an international network of young leaders with a common purpose of serving their communities.

- Phi Theta Kappa began the year by hosting a “Commit to Completion” signing event in conjunction with “Club Rush” this fall and more than 150 SFSC students signed a banner committing to complete their certificate or degree program! They continued an initiative of Phi Theta Kappa to promote the use of CollegeFish.org; a comprehensive database designed to connect transfer students with scholarships and universities and is now open to all students not just PTK members. The annual “Angel Tree” project at Christmas was a huge success and members took the gifts collected to the Oaks at Avon nursing home and sang Christmas carols to the residents. Club members also served as ushers for the SFSC Children’s matinee performances held on campus and will assist with the commencement ceremony. The club raised \$700.00 for Relay for Life by holding Bake Sales each month and will participate in tackling the cure at the Avon Park Relay for Life event on May 2nd. The Phi Theta Kappa National convention will be held this month in Orlando and the club is excited to take 7 members to attend the convention.
- 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, two students represented our college at the National Student Nurses Conference. Students were active with fundraisers and were able to make donations to Relay for Life, Samaritan’s Touch, and Florida Hospital Breast Cancer Program.
- The International Student Organization celebrated “Hispanic Heritage Month”, 5 members attended the “Black, Brown and College Bound Summit.” South Florida State College was 1 of 17 colleges and universities that sponsored the event. Several students visited the University of Central Florida for a 1 day informational session addressing issues such as the transfer process into the university, housing and additional financial assistance for students. This session was conducted by former SFSC SGA alumni’s and club members.
- The Performing Arts Club merged the Drama Club and Choir Club this year. They sang for the Veteran’s Day Program and the Foundation Holiday Luncheon. They volunteered for a production at Highlands Little Theatre and volunteered for the Spring Dixie Youth Baseball Opening Day. They have been working on the Improv skills and had hoped to see a show in Sarasota but the show was cancelled. They promoted SFSC talent by sponsoring a Talent Show for students and faculty.
- The College Republicans assisted the local Republican Party with their open house and volunteered to work the booth at the Highlands County Fair. The College Republicans also hosted Representative Cary Pigman to the campus to present to students as well as do a Q & A. Plans are underway to visit Tallahassee and meet with the Governor and the Cabinet.
- The SFSC Campus Christian Club is a non-denominational group that meets bi-monthly to fellowship, have Bible study, prayer and worship. Our members have studied a variety of topics this year. We are excited for the group to attend a showing of “God’s Not Dead” to reinforce the beliefs of these students as well as further facilitate the year-long discussions of the group.
- 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. The Honors Program this year has ten graduates. Five graduated in fall 2013, and five will graduate in spring 2014.
- Phi Beta Lambda has had a very busy 2013-14. It kicked off in the fall, with a trip to the National Fall Leadership Conference. They then began a steady fundraising drive to raise money to go to their District and State Level Competitions which they placed very well in. They are now working to raise funds to take their group to Nashville in June to the National Competition that they qualified for based on their performance at the State & District Level.

Athletic Teams

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

Besides 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 Hollywood (Dress as your favorite Celebrity) themed 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, & soccer; College Week, a week-long 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; and general SGA meetings every 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.

Name of Club/Organization	Advisors
Student Government Association (SGA)	Andrew Polk
African American Association	Felecia Dozier
Anime/Gaming Club	Tina Gonzales
American Dental Hygienists	Kimberly Nason
Art Club	Cathy Futral
Auto Collision Club	Daniel Longenecker
Basketball Club	Robert Hampton
Brain Bowl (3)	Dale McDaniel Cheryl John Brian Deery
Campus Christian Club	Melanie Jackson Peggy Sueppel
Circle Kiwanis International (CKI)	Stephen Staik
College Democrats	Susie Johnson
College Republicans	Olivia Scott
Communications Club	Manual Cortazal
Dental Student Association Club	Bobby Sconyers
DeSoto Center Panther Ambassadors	Laura Wilder
EMS Student Association	Randy Chancey
Hardee County Panther Ambassadors	Fernando Islas
Health Occupations Students of America (HOSA)	Marilyn Goodman
Honors Ambassadors	Charlotte Pressler
International Student Organization	Edwin Cuencas
Performing Arts Club	Melanie Boulay
Phi Beta Lambda	Adam Martin
Phi Theta Kappa	Cate Cover Kim Hemler
Radiography Club	Junior Gray
SFSC Rotaract	Dr. Kimberly Batty-Herbert Jane Hancock
SFSC Soccer Club	Mary Puckorius
Student Practical Nurses Association	Helen Shoemaker
Student Nurses Association	Tonya Chancey Dawn Pisarski
The Jac Pac	Deanne Shanklin

Athletics**Coaches**


Baseball	Rick Hitt, Head Coach Andy Polk, Assistant Coach
Softball	Carlos Falla, Head Coach Heather Barnes, Assistant Coach
Volleyball	Kim Crawford, Head Coach Chad Long, Assistant Coach

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: APRIL 23, 2014
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.

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	5.3.3 Rural & Sparsely Populated Postsecondary Education - \$91,000	31
	5.3.4 Adult General Education - \$217,000	32
	5.3.5 English Literacy / Civics Education - \$43,000	33
	5.3.6 Commercial Motor Vehicle Safety Training - \$90,000	34
	5.3.7 Dental Services - \$15,000	35
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	36
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OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: APRIL 23, 2014

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>
Castro, Fabiana	Case Manager, Farmworker Jobs and Education Program*	04/01/14

*Grant-funded position

II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Austin, Michael	Coordinator, Criminal Justice Programs	05/02/14
Olson, Deborah	Coordinator, Purchasing	04/23/14

III. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Pantoja, Jannice	Institutional Planning and Assessment Specialist	04/11/14
Parish, David	Courier	04/04/14
Short, Janet	Administrative Assistant II, Human Resources	05/30/14

IV. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Landry, John	Director, Criminal Justice Programs	06/30/14

V. REAPPOINTMENTS, FULL-TIME PROFESSIONAL STAFF, 2014-15:

Arpasi, Cheryl	Key, Lorrie
Bello, Kimberly	Kovacs, William
Bruns, David	Lewis, Diane
Carter Jr, Benjamin*	Little, MaryAnn
Cartwright, Susan*	Long, Trevor
Castanon, Irene*	Loweke, Keith
Cleghorn, Diana	Lynch, Lindsay
Cortazal, Manuel*	Mathy, Maria
Crawford, Kimberly	Mathy, Robert
Croft, Nicholas	Merritt, Richard
Cuencas, Edwin*	Miller, Summer
Diaz, Axel	Morey, Richard
Doctrow, Mollie	Narciza, Brian
Elders, Theresa	Negron, Christian
Falla, Carlos	Noel, Steven
Flemming, Sureka	Pantoja, Ricardo*
Gray, Junior	Pinzon, Sandra*
Green, Courtney	Polk, Andrew
Gutierrez, Deborah	Powers, Monica*
Hackney, Deborah*	Puckorius, Mary
Hall, Michele	Rafatti, Colleen
Hampton Jr, Robert	Ramirez, Beatriz
Hancock, Jane	Rios, Elisavet
Hangley, Clifford	Schuler, Sharon
Hemler Jr, Charles	Shanklin, Deanne
Heston, Michele	Simmons, Joyce
Hintz, Lynn	Smith, Lorrie
Hitt, Richard	Thomas, Gaylin
Hutzelman, Mary	Torres, Nelson*
Islas, Fernando	Turke, Sandra
Jackson, Loretta	Turner, Sylvia
Jackson, Melanie	Wheaton, Janet
Jefferies, Tara*	Wilder, Laura
Johnson, Susie	Williams, Amy*
Johnston, Johanna	Wolfe, Mary
Jones, Sharon	Wright, Deena*
Jordan, Pamela	Zelenenki, Susan
Juve, Kristini*	

*Grant or Special Funded Position

VI. REAPPOINTMENTS, FULL-TIME CAREER STAFF, 2014-15:

Allison, Deborah	McGann, Sara
Altamirano, Joselito	Meyers, Ralph
Atiga, Norvillo	Mobley, Preston
Baker, Andrea	Moody, Melanie
Barone, Mary	Morales, Denise
Bates, Wanita	Morales, Tasha*
Becerra, Peggy	Morton, Richard
Beers, Rachel	Mullins, Gary
Beiner, Vidya	Muro, Manuel
Benn, Kathleen	Noonon, Angela
Bennett, Ashley	Nott, Kelly
Blandin, Katrina	O'Meara, Daniel
Boden, Patricia	Ortiz, Minerva*
Boulay, Melanie*	Osborne, Tracey
Campbell, Barbara	Pantoja, Jessica
Carden, Denise	Prentice, John
Caro, Santiago	Ramnarain, Govindah
Clark, Larry	Ramos, Gregorio
Colquitt, Clayton	Ramos, Mandy*
Cox, Stephanie	Ramos, Nicolas
Donglasan, Herbert	Rawlings, Dee Etta
Dow, Amy	Redick, Lauren
Earley, Lauren	Rodriguez, Rita*
Edwards, Greg	Rosam, Randy
Ellis, Sandra	Rose, Cindy
Errico, Shirley	Salmon, Winifred
Espiritu, Elmer	Sarmiento-Noriega, Piedad
Farmer, Amanda	Sawyer, Deborah
Farmer, Mitzi	Schubert, Heather
Ferguson, Ella Jane	Scott, Keith
Fernandez, Tito	Shanklin, David
Feyerharm-Sconyers, Jill	Shannon, Princess
Fisher, Cheryl	Shuler, Subrina
Garcia, Michael	Simpson, Lamar
Glaser, Joshua	Smalley, Renee
Gonzales, Tina	Smith, Chase
Goulette, Susan	Snow, Donna
Hamlet, Devra	Snow, John
Haralson, Shawn	Snow, Tammy
Heston, Elizabeth	Socarras, Nelson
Imsdahl, Nat	Stanton, Barbara
Jaurigue-Danta, Wilnoreann	Teope, Hansel
Jessiman, Pamela	Urmann, Sandra*
Johnson-Decarie, Lisa	Vestal, Pamela
Kramer, Joann	Volpitta, Susan
Land, Robert	Weyrauch, June
Lewis, Cathy	Wheaton, Brian
Martin Jr., Eugene	Williams II, Wade
McAfee, Thomas	Woodhouse, Candice
McConniel, Rebecca	Wyatt, Karla

*Grant or Special Funded Position

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
McGann, Sara	Phlebotomy	IV
Morales, Tasha	Zumba	III
Schumacher, Rebecca	Nursing: ADN, PN, Nurse Assistant	III
Williams, Timothy K.	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 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – NATIONAL FARMWORKER JOBS PROGRAM

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

Title: **National Farmworker Jobs Program**
Source: Florida Department of Education
Amount: \$267,475
Description: This proposal seeks continued funding for SFSC's farmworker job readiness and placement program.

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 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – POSTSECONDARY EDUCATION

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

Title: **Postsecondary Education
(Perkins funding)**
Source: Florida Department of Education
Amount: \$165,680
Description: This proposal seeks continued funding to enhance selected SFSC workforce training programs.

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 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – RURAL AND SPARSELY POPULATED
POSTSECONDARY EDUCATION

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

Title **Rural and Sparsely Populated Postsecondary Education
(Perkins funding)**
Source: Florida Department of Education
Amount: \$91,000
Description: This proposal seeks continued funding to SFSC to ensure that our rural
communities have access to high-wage, workforce training programs.

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 23, 2014

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: \$217,000
Description: This proposal seeks continued funding to provide adult education programs at SFSC that lead to high school completion, entering the workforce, or starting a postsecondary education.

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 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – ENGLISH LITERACY / CIVICS EDUCATION

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

Title: **English Literacy / Civics Education**
Source: Florida Department of Education
Amount: \$43,000
Description: This proposal seeks continued funding to help individuals of limited English proficiency in Highlands County achieve greater competence in the use of the English language.

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 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – COMMERCIAL MOTOR VEHICLE OPERATOR SAFETY
TRAINING GRANT

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

Title: **Commercial Motor Vehicle Operator Safety Training Grant**

Source: U.S. Department of Transportation
Federal Motor Carrier Safety Administration

Amount: \$90,000

Description: This proposal seeks funding for a one-year allotment designed to increase the number of students entering commercial driving education programs.

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 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – DENTAL SERVICES GRANT

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

Title: **Dental Services Grant**
Source: Highlands County Hospital District
Amount: \$15,000
Description: This proposal seeks to secure continued funding for the SFSC Dental Program to provide pro bono dental services for medically-needy residents of Highlands County.

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 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL PAYMENT SUMMARY

The law requires that warrants be approved and made available for review. Detailed information on all disbursements for March 2014 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	1736	1,880,961.61	362	1,298,038.52	559	201,925.33	2657	\$3,380,925.46
Nov	420	467,434.47	252	813,428.33	676	242,049.44	1348	\$1,522,912.24
Dec	278	292,128.44	205	881,045.79	578	177,888.47	1061	\$1,351,062.70
Jan	411	424,306.76	286	393,999.53	400	140,410.54	1097	\$958,716.83
Feb	1625	1,809,761.26	313	1,221,536.52	479	177,017.77	2417	\$3,208,315.55
March	283	508,980.97	272	1,098,893.44	574	219,042.15	1129	\$1,826,916.56
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	5778	\$6,564,345.68	2357	\$8,270,883.79	4664	\$1,790,421.51	12799	\$16,625,650.98

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	25	37,565.91	433	844,149.18			458	881,715.09
Nov	43	40,210.88	444	842,054.51			487	882,265.39
Dec	35	47,611.17	451	881,175.09			486	928,786.26
Jan	37	45,244.54	441	833,574.13			478	878,818.67
Feb	35	45,849.73	426	826,860.70			461	872,710.43
March	47	42,335.58	438	841,883.18			485	884,218.76
April							0	0.00
May							0	0.00
June							0	0.00
Totals	324	\$377,857.01	3876	\$7,494,939.84			4200	\$7,872,796.85

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	2,657	3,380,925.46	\$ 7,757,727.10
November	1,293	1,159,106.44	8,377,791.76	1,348	1,522,912.24	\$ 9,280,639.34
December	1,021	1,328,652.61	9,706,444.37	1,061	1,351,062.70	\$ 10,631,702.04
January	1,058	942,155.17	10,648,599.54	1,097	958,716.83	\$ 11,590,418.87
February	2,446	3,267,707.96	13,916,307.50	2,417	3,208,315.55	\$ 14,798,734.42
March	1,197	1,441,875.37	15,358,182.87	1,129	1,826,916.56	\$ 16,625,650.98
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		12,799	\$16,625,650.98	

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	458	881,715.09	\$3,425,997.34
November	483	901,596.73	4,345,210.07	487	882,265.39	\$4,308,262.73
December	501	947,971.94	5,293,182.01	486	928,786.26	\$5,237,048.99
January	461	843,750.83	6,136,932.84	478	878,818.67	\$6,115,867.66
February	476	856,261.35	6,993,194.19	461	872,710.43	\$6,988,578.09
March	498	861,595.38	7,854,789.57	485	884,218.76	\$7,872,796.85
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		4200	\$7,872,796.85	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: APRIL 23, 2014

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 **\$3,931.39** 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
Apr-14**

Tag #	Date Purchased	Description	Cost	Condition Code
14914	7/18/2007	Explosion Proof Refrigerator	\$2,867.91	Poor
15481	5/30/2008	Dell Color Laser Printer 5110cn	\$1,063.48	Poor
TOTAL			\$3,931.39	

6.0 Planning and Policy Issues



OFFICE OF THE PRESIDENT

Item 6.1.1

PRESENT TO BOARD: APRIL 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: POLICY IMPLEMENTATION: NEW POLICY 1:18: SUBSTANCE ABUSE TESTING

Approval is recommended to establish a new Policy 1.18 Substance Abuse Testing to provide awareness and approval for substance abuse testing of student athletes and students in academic programs which require drug/alcohol testing. Currently, several of our allied health programs practice in clinical settings which require evidence of drug screening. Staff have been sending students to a local laboratory testing facility prior to clinical experiences, and to date, no tests have indicated evidence of substance abuse. Our Athletic Department has requested the authority to perform in-house unannounced and reasonable suspicion testing followed by confirmation testing (if necessary) to ensure that our student athletes do not use illegal or banned substances or misuse medications or other substances. Our policies currently do not allow illegal use or misuse of alcohol and drugs, but we have no program currently in place to monitor student athletes for compliance. Approval of this policy will provide for the President to develop detailed procedures to ensure legal and appropriate monitoring and compliance with other policies and rules already in place.

This proposed new policy is offered for consideration.

SUGGESTED MOTION:

Move to approve new Policy 1.18 Substance Abuse Testing as presented.

NEW

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

POLICY NO. 1.18

TITLE: SUBSTANCE ABUSE TESTING

LEGAL AUTHORITY: FLORIDA STATUTE 1001.64

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR EDUCATIONAL
AND STUDENT SERVICES

South Florida State College (SFSC) is committed to providing a campus environment free from the abuse of alcohol and/or the illegal use of alcohol or other drugs, as set forth in SFSC District Board of Trustees Policy 1.07. The use of illegal drugs and performance-enhancing substances, as well as the misuse of tobacco, alcohol, legal drugs, and over-the-counter medications and supplements, is inconsistent with the standards expected of SFSC students and is thus prohibited.

The college president is authorized to develop administrative procedures to provide for substance abuse testing of student athletes and students in specialized programs. These procedures will include provisions for notification, exceptions, testing, chain of custody provisions, disciplinary consequences, complaint procedures, and enforcement.

HISTORY: Adopted: x/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: APRIL 23, 2014

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 ADDITION

Add the following graphic design program; new program articulates directly to the Computer Programming and Analysis AS degree for students interested in continuing their two-year degree. This new CCC program is to prepare students for a technical career as digital graphics support personnel in the graphics, printing, and advertising industries; effective fall 2014 (201510).

Graphic Design Support #3022 – CCC

- GEB 2430 Business Ethics (3 credits)
- PGY 1801 Introduction to Digital Photography (3 credits)
- CGS 2820 Introduction to Web Design (3 credits)
- CTS 2210 Introduction to Digital Graphics (3 credits)
- DIG 2000C Digital Media and Design (3 credits) - NEW

COURSE ADDITIONS

Add new courses mandated by the Florida Department of Education to be offered under the general education requirements for associate degree-seeking students; effective fall 2014 (201510).

- ARH 2000 Art Appreciation (3 credits)
- CHM 1020 Introducing General Chemistry (3 credits)
- CHM 1020L Introducing General Chemistry Lab (1 credit)
- MUL 2010 Music Appreciation (3 credits)

COURSE REVISIONS

Modify the following courses; effective fall 2014 (201510).

- **ARH 2000 Art History I** – change course number to ARH 2050; since new ARH 2000 Art Appreciation course's number is mandated by FLDOE under the Common Prerequisite Manual. Also, designate course as a writing intensive course required by the State.
- **ARH 2051 Art History II** – designate course as a writing intensive course required by FLDOE.

COURSE DELETION

Delete the following course; effective fall 2014 (201510).

- **CHM 1025C Introduction to General Chemistry** – course is being replaced with new CHM 1020 and CHM 1020L Introducing General Chemistry/Lab.

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: APRIL 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL *[Signature]*

SUBJECT: FEE PROPOSALS

Consideration of the following fee proposals is requested:

I. New Fees – Costs of materials used by students.

Course Prefix#	Course Title	New Fee	Proposed Fee	Effective Term
ARH 2000	Art Appreciation	\$20.00	New	Fall 2014
CHM 1020L	Introducing General Chemistry Lab	\$8.00	New	Fall 2014
DIG 2000C	Digital Media and Design	\$6.00	New	Fall 2014

II. Delete Fee – Course deletion.

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
CHM 1025L	Introduction to General Chemistry Lab	\$8.00	Delete	Fall 2014

SUGGESTED MOTION:

Move to approve the fee proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.3

PRESENT TO BOARD: APRIL 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DEVELOPMENT AND IMPLEMENTATION OF WOMEN'S CROSS COUNTRY
TEAM

Rick Hitt, Athletic Director at South Florida State College, requests the District Board of Trustees consider the concept of introducing a new athletic program of Women's Cross Country. There is no curriculum per se associated with development of such a program. The students would be provided with additional opportunities to be engaged as a student athlete. Cross Country is currently available at all high schools within the SFSC service district and has great involvement statewide from these high school runners. Currently, many four-year institutions provide the sport of Cross Country as does Chipola College and Pasco Hernando State College. SFSC would be the third state college, and the only south central college, to offer this intercollegiate sport.

SUGGESTED MOTION:

Move to approve the development and implementation of a women's cross country team for fall 2015 as presented.

8.0 Purchasing and Other Action Items



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: APRIL 23, 2014

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 23, 2014 meeting of SFSC's District Board of Trustees includes the college's responses to recommendations from 2013 and seeks the board's acceptance of the 2014 report.

SUGGESTED MOTION:

Move to accept SFSC's Annual Equity Plan Update for 2014, and to authorize its submission to the Florida Department of Education.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: APRIL 23, 2014

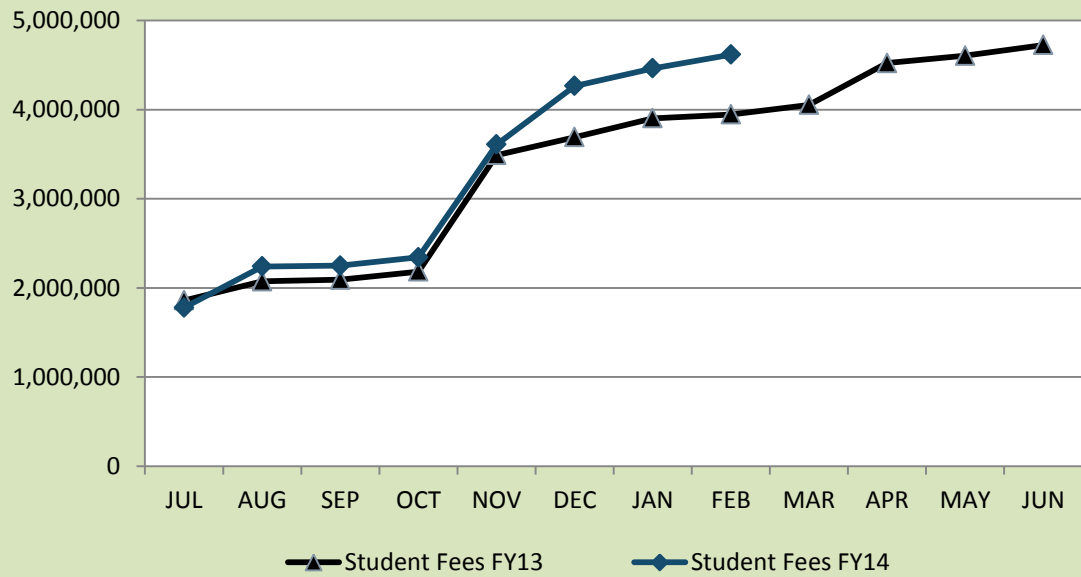
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

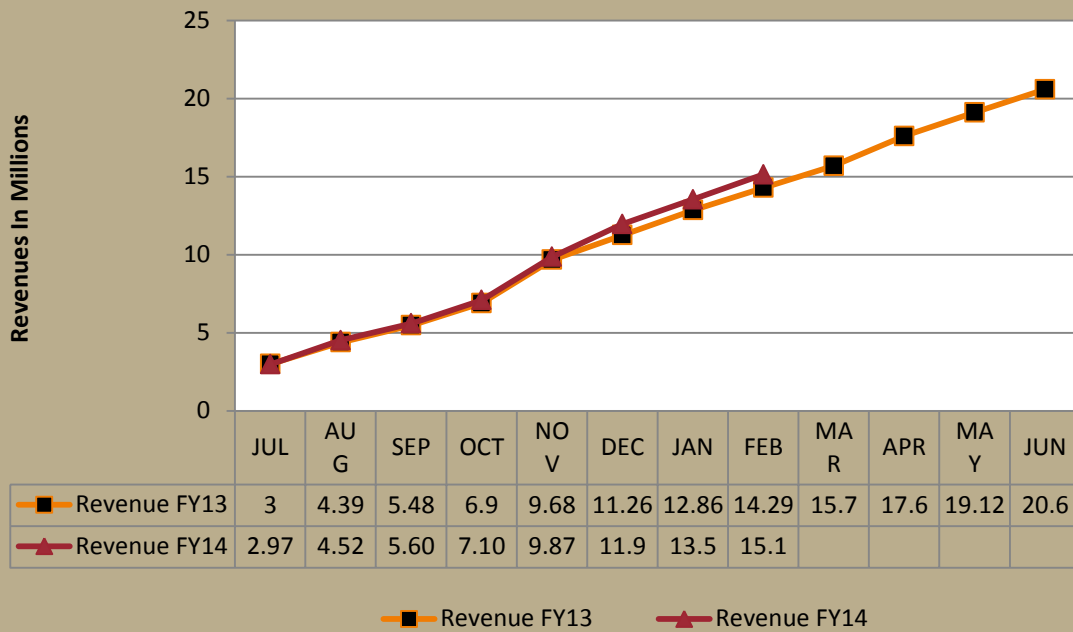
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the graphs and summary of revenues and expenditures of the College through February 2014.

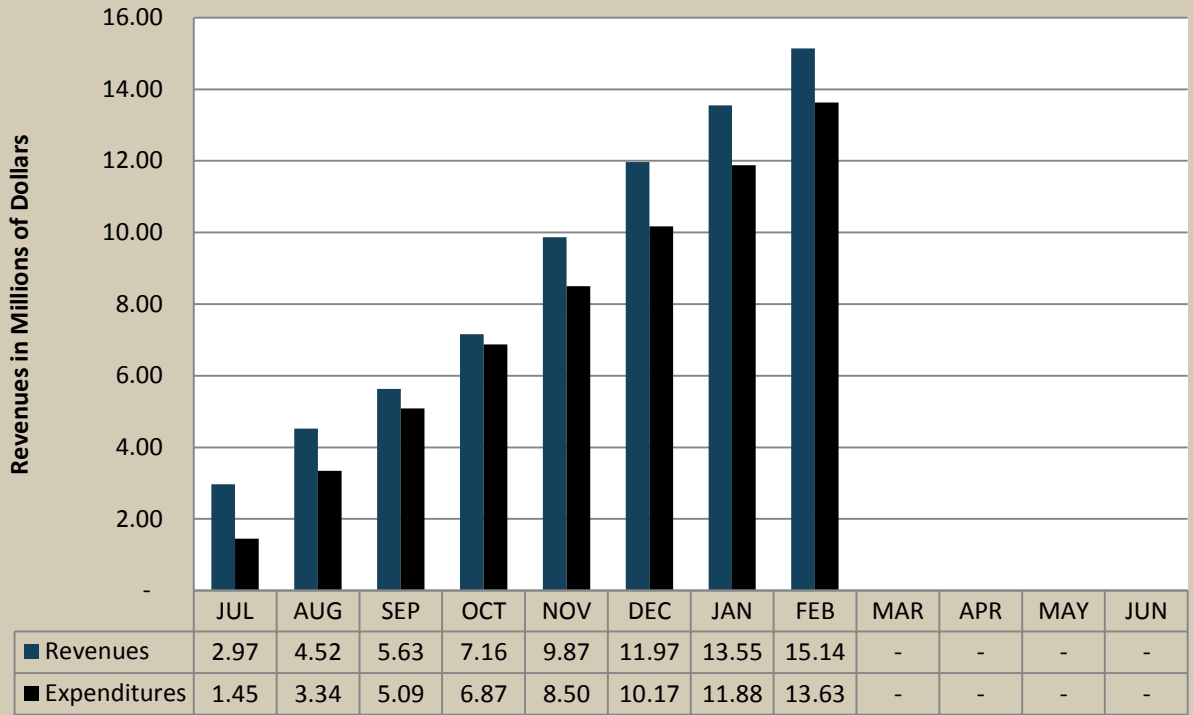
South Florida State College Fund 1 Student Fee Revenue, FY 13 vs FY 14



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



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



Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition Fees	\$ 4,390,562.00	\$ 3,939,565.13	\$ 450,996.87	89.73%
403XX	Non Resident Fees	87,714.00	89,015.13	(1,301.13)	101.48%
404XX	Lab Fees	426,200.00	345,869.84	80,330.16	81.15%
405XX	Application Fees	13,900.00	9,455.00	4,445.00	68.02%
406XX	Graduation Fees	16,140.00	10,423.00	5,717.00	64.58%
40700	Transcript Fee	9,000.00	5,960.00	3,040.00	66.22%
408XX	Technology Fees	191,300.00	173,005.72	18,294.28	90.44%
409XX	Other Student Fees	63,100.00	45,265.44	17,834.56	71.74%
41600	Grants and Contracts from Counties	31,004.00	22,004.00	9,000.00	70.97%
42110	FCSPF-General Revenue	12,805,796.00	8,548,000.00	4,257,796.00	66.75%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	2,930,825.00	1,628,235.00	1,302,590.00	55.56%
42900	Indirect Cost Recovered - State	1,000.00	-	1,000.00	0.00%
43900	Indirect Costs Recovered - Federal	90,000.00	37,564.28	52,435.72	41.74%
44100	Cash Contributions	16,075.00	15,517.00	558.00	96.53%
44400	Private Grants and Contracts	1,364.00	1,364.11	(0.11)	100.01%
46400	Use of College Facilities	78,425.00	43,767.74	34,657.26	55.81%
466XX	Other Sales and Services	235,815.00	197,947.20	37,867.80	83.94%
48100	Interest and Dividends	6,500.00	3,837.85	2,662.15	59.04%
487XX	Fines and Penalties	4,250.00	2,493.39	1,756.61	58.67%
49XXX	Transfers and Other Revenue	170,805.00	22,039.66	148,765.34	12.90%
	Total Revenues	\$ 21,571,925.00	\$ 15,141,329.49	\$ 6,430,595.51	70.19%
51XXX	Management	\$ 1,820,478.50	\$ 1,245,181.69	\$ 575,296.81	68.40%
52XXX	Instruction	4,522,194.00	2,756,441.19	1,765,752.81	60.95%
53XXX	Other Professional	2,730,148.50	1,791,604.46	938,544.04	65.62%
54XXX	Career Staff	2,703,251.70	1,722,781.84	980,469.86	63.73%
56XXX	Other Personnel Services-Instructional	931,300.00	516,407.94	414,892.06	55.45%
57XXX	Other Professional-Tech/Clerical/Trade	111,182.00	62,495.74	48,686.26	56.21%
58000	Student Employment -Inst Work Study	25,000.00	7,774.18	17,225.82	31.10%
585XX	Employee Awards	4,500.00	4,267.00	233.00	94.82%
59XXX	Benefits	3,798,951.00	2,222,932.62	1,576,018.38	58.51%
	Total Personnel	\$ 16,647,005.70	\$ 10,329,886.66	\$ 6,317,119.04	62.05%
605XX	Travel Reimbursement	\$ 296,441.00	\$ 150,549.09	\$ 145,891.91	50.79%
61000	Freight and Postage	38,590.00	24,157.10	14,432.90	62.60%
61500	Telecommunications	125,000.00	35,607.22	89,392.78	28.49%
62000	Printing	70,510.00	23,614.32	46,895.68	33.49%
625XX	Repairs and Maintenance	927,992.00	689,947.60	238,044.40	74.35%
630XX	Rentals	192,556.00	110,719.09	81,836.91	57.50%
635XX	Insurance	331,650.00	315,931.80	15,718.20	95.26%
640XX	Utilities	1,373,550.00	824,750.00	548,800.00	60.05%
645XX	Other Services	520,660.00	357,654.28	163,005.72	68.69%
64700	Grant Aid	4,000.00	2,556.00	1,444.00	63.90%
650XX	Professional Fees	187,700.00	74,077.24	113,622.76	39.47%
655XX	Education Office/Dept Material Supp	437,330.00	300,887.61	136,442.39	68.80%
657XX	Data Software-Non Capitalized	28,075.00	45,391.28	(17,316.28)	161.68%
66000	Maint/Construction Material/Supp	279,465.00	152,387.01	127,077.99	54.53%
665XX	Other Materials and Supplies	113,931.00	49,035.86	64,895.14	43.04%
670XX	Subscriptions/Library Books	38,577.00	32,706.89	5,870.11	84.78%
67500	Purchases for Resale	57,505.00	30,620.35	26,884.65	53.25%
680XX	Scholarships and Waivers	112,500.00	52,153.33	60,346.67	46.36%
69XXX	Transfers and Other Expenses	87,500.00	15,161.46	72,338.54	17.33%
	Total Current Expenses	\$ 5,223,532.00	\$ 3,287,907.53	\$ 1,935,624.47	62.94%
70600	Minor Equipment >1000<5000	\$ 20,000.00	\$ 7,579.03	\$ 12,420.97	37.90%
71000	Furniture and Equipment	8,504.00	-	8,504.00	0.00%
	Total Capital Outlay	\$ 28,504.00	\$ 7,579.03	\$ 20,924.97	26.59%