



**SFSC
District Board of Trustees
Regular Meeting
February 26, 2014**

**Hardee 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: FEBRUARY 26, 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 February 26, 2014 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of February 26, 2014 as presented.


AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HARDEE CAMPUS
FEBRUARY 26, 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 – January 22, 2014
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
- 3.0 Public Comment
- 4.0 Presentation
 - 4.1 SFSC Mobile Application
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.3 Grant Applications
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Property Deletion & Disposal
 - 5.4.3 Donation – Model #57000DT1-1 Trencher
- 6.0 Planning and Policy Issues
- 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 RFP 13-05 SFSC Banking Services and Merchant Services
- 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: FEBRUARY 26, 2014
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: MINUTES – REGULAR MEETING – JANUARY 22, 2014

It is recommended that the minutes of the regular meeting held January 22, 2014 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:
Move to approve the minutes of the January 22, 2014 regular meeting as presented.

**MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JANUARY 22, 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. Don Appelquist	Dr. Kimberly Batty-Herbert
Mr. Kevin Brown	Mrs. Tammy Bush	Mrs. Susie Hale
Mrs. Anita Kovacs	Mrs. Deborah Latter	Mr. Glenn Little
Mrs. Lindsay Lynch	Dr. Mike McLeod	Dr. Leana Revell
Dr. Chris van der Kaay	Ms. Becky Sroda	Dr. Deborah Fuschetti
Ms. Melanie Boulay	Ms. Sandra Pinzon	Dr. Robert Flores
Ms. Summer Miller	Ms. Jane Hancock	

Others Present: Mrs. Barbara Kirschner, Mr. Wendell Williams, Mr. Joel Boydston, Mrs. Candy Boydston

CALL TO ORDER

At 4:07 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. Puckorius made a motion, seconded by Mr. Bryan, to adopt the agenda of the regular meeting held January 22, 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 Planning Workshop Minutes

Mrs. Rider made a motion, seconded by Mrs. Cullens, to approve the minutes of the planning workshop held December 11, 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.**

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Lambert, to approve the minutes of the regular meeting held December 11, 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.

Mr. Backer made a motion, seconded by Mr. Lambert, to move the location of the March 26 and October 22 regular meeting from the Lake Placid Center to 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.**

Mrs. Cullens stated that the ACCT Leadership Congress is scheduled for October 22-24, 2014. As more information becomes available, it may be necessary to move the meeting scheduled for October 22 to another date. A decision will be made in the near future.

Mr. Backer asked that information for the December 2014 Planning Workshop be added to the calendar.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

The following new employees were acknowledged:

Employee	Position	Supervisor	Hired
Melanie Boulay	Resource Development Assistant, Title III Project	Lindsay Lynch	08/19/13
Sandra C. Pinzon	Coordinator, ESOL	Sylvia Turner (introduced by Mike McLeod)	11/18/13

2.2 Employee Retirement

Mr. Backer made a motion, seconded by Mrs. Rider, to recognize the retirement of Joel E. Boydston, effective January 17, 2013. Mr. Boydston was presented with a retirement resolution and certificate of Professor Emeritus for his years of service. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote. (EXHIBIT "A")**

3.0 PUBLIC COMMENT – No public comment.

4.0 PRESENTATION

4.1 Florida Blue Scholarship Awards

Dr. Litzel introduced Mr. Wendell Williams and Dean Appelquist. Mr. Williams then presented certificates to Florida Blue Scholarship recipients who were introduced by Mrs. Becky Sroda, Dr. Michele Heston, Mr. Steve Ashworth, Dr. Deborah Milliken,

Mr. Junior Gray, and Mr. Randy Chancey. The scholarships were given to the students in December.

4.2 Florida Auditor General's Office Audit Report

At the request of Chairman Wright, Mr. Little and Mrs. Kovacs presented an overview of some of the notes contained within the college's annual financial statements as audited by the Florida Auditor General's Office for the year ended June 30, 2013. The presentation primarily focused on notes associated with long-term liabilities and their impact on the college's financial statements.

Mr. Little introduced Mrs. Hale who gave a presentation on many of the employee recognition initiatives available to SFSC employees at all levels which encourage performance excellence as requested in an earlier Board meeting.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

5.2 Agreement and Contracts

- 5.2.1** Approved entry into a **new** service agreement with Education To Go to make available online courses for training purposes as presented. **(EXHIBIT "C")**
- 5.2.2** Approved entry into a **new** affiliation agreement with Dr. Shelane Jenkins and Dr. Martin Jenkins of Sebring Family Dentistry to provide supervised learning experiences in the care of dental patients as presented. **(EXHIBIT "D")**

5.3 Grant Applications

5.3.1 Agricultural Biotechnology

National Science Foundation – Unsolicited Proposals \$500,000
(EXHIBIT "E")

5.3.2 Mechatronics and Advanced Manufacturing Program

National Science Foundation – Unsolicited Proposals \$900,000
(EXHIBIT "F")

5.3.3 Retired and Senior Volunteer Program (RSVP)

Corporation for National and Community Service \$44,534
(EXHIBIT "G")

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 December 2013. **(EXHIBIT "H")**

5.4.2 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of **\$35,430.00**. **(EXHIBIT "I")**

Mr. Lambert made a motion, seconded by Mrs. Rider, 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

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

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

Mrs. Puckorius 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

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

Mr. Backer made a motion, seconded by Mrs. Rider, 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

8.1 President's Annual Performance Review

Mr. Wright reported that after reviewing Dr. Leitzel's evaluations submitted to Mrs. Pam Karlson, College Attorney, from the Trustees, Dr. Leitzel had met or exceeded the performance indicators on which the evaluation was based.

Mr. Lambert made a motion, seconded by Mr. Bryan, to extend a three year continuing contract for Dr. Leitzel through June 30, 2017. 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.**

8.2 New Parking Lot Bid

Accepted bid for new parking lot as presented. *(EXHIBIT "L")*

Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to accept the bid of \$53,371.00 from Brock Excavation, Inc., for ITB 14-01, Excavation, Grading, and Installation of a new asphalt parking lot and related work at the Highlands Campus 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. Grant Funded

Adult Education and Family Literacy

Adult General Education

Florida Department of Education

\$6,074 (budget increase)

II. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$36,231.20** from November 13, 2013 through December 31, 2013.

9.3 Financial Report

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

9.4 President's Report

1. Dr. Leitzel thanked the Trustees for the performance review and contract extension.
2. Dr. Leitzel commended Dr. van der Kaay for his assistance with the meeting's new electronic format.
3. Dr. Leitzel shared a photo of the employees who had received meritorious awards at the December Employee Holiday Luncheon.
4. Dr. Leitzel thanked the Trustees for their donation to the SFSC AFC Chapter raffle held at the December Employee Holiday Luncheon.
5. Dr. Leitzel asked Dr. van der Kaay to review the SFSC Performance Dashboard report dated January 14, 2014. This report will be updated monthly and is located on the college's website under Board of Trustees for their review. Mr. Lambert asked for a report on the analytical findings coming from the Dashboard report.
6. Dr. Leitzel reported that the Public Service Academy building was renamed the Criminal Justice Academy. New lettering will be placed on the building in the near future.
7. Dr. Leitzel stated that he would like to rename the South Florida Citrus Center building the Center for Public Service. The Trustees agreed to the name change.
8. Dr. Leitzel announced that Dean Kevin Brown has offered his assistance to provide campus tours to the Trustees. Those who would like a tour may contact the President's Office.
9. Dr. Leitzel commended Mrs. Latter for her work on the SFSC Year in Review video. He then asked Mrs. Latter to share two announcements. She stated that each month, the Florida College System newsletter features the Chancellor's Student of the Month. Asriel Gonzalez, an associate degree nursing student, earned that honor and will be featured in the February issue of the newsletter. Dr. Michele Heston nominated Asriel for Chancellor's Student of the Month for his exemplary leadership, particularly for embracing his role as president of the Student Nurses' Association at SFSC. Mrs. Latter also shared that SFSC head baseball coach Rick Hitt was nominated and selected to serve on the American Baseball Coaches Association (ABCA) Board of Directors at the annual ABCA convention held in Dallas, TX, Jan. 1-5.
10. Dr. Leitzel announced that South Florida State College was eligible, for the third year, to compete for the 2015 Aspen Prize for Community College Excellence prize. The institute identified the top 150 community colleges in the nation based on exceptional levels of student success. Fifteen Florida colleges are eligible. Winners of the 2015 Aspen Prize will be announced in early 2015.
11. Dr. Leitzel reported that on Tuesday, January 21, Vice President Leana Revell attended the Florida State Board of Education (SBOE) meeting in Miami Lakes to learn that SFSC's two additional bachelor's degree programs, elementary education and nursing were approved. Dr. Revell stated that the programs will now be sent to SACS for approval and upon approval should be offered August 2014.

9.5 Board Attorney's Report

Mrs. Karlson reported that she had recently attended a Lake Placid Chamber meeting and Dr. Leitzel was the guest speaker. She stated that he gave a wonderful presentation.

9.6 Board Members' Reports

Mrs. Cullens reminded the Trustees of the upcoming conferences in Tallahassee and Washington, DC.

Mr. Bryan stated no report.

Mrs. Rider stated that her TSIC mentee, Lucero Torres (LPHS) was selected to receive a \$40,000 scholarship through SFSC TSIC Leaders 4 Life Fellowship, along with Jovani Hernandez (APHS). Both received the news at the Highlands County School Board office on January 8.

Mr. Lambert reported that he had recently received reports from a Hardee County Rotary Club meeting where Dr. Leitzel was the guest speaker. He did a great job and enjoyed the Year in Review video.

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Dr. Kirschner stated no report.

9.7 Board Chair Report

1. Mr. Wright stated that he had recently attended a Hardee County Rotary Club meeting and Dean Don Appelquist and Ms. Jane Hancock were the guest speakers. They gave an outstanding report of the SFSC Foundation.
2. Mr. Wright stated that he had scheduled an appointment on Tuesday, February 11 at 1:30 p.m. with US Representative Tom Rooney for those attending the National Legislative Summit in Washington, DC, February 10-13.
3. Mr. Wright stated that although a request for recommended changes to SFSC Policy 1.07 Alcohol and Drug-Free Campus and Workplace was withdrawn by Dr. Leitzel at the December 11, 2013 DBOT meeting, he had received a request to ask the Trustees if they would like to continue with the information they had requested from Mrs. Pam Karlson, College Attorney, at the October 23, 2013 DBOT meeting for further research. If so, he asked that Mrs. Karlson report back to the Trustees at the February 26, 2014 DBOT meeting.

Mr. Lambert made a motion, seconded by Mrs. Rider, to withdraw the Trustees request for further research as it is not necessary at this time. If deemed necessary, the request can be brought forward at a later date.

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Rider, and Mr. Wright. Those opposed were Dr. Kirschner and Mrs. Puckorius. **Motion carried.**

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 6:30 p.m.




OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: FEBRUARY 26, 2014

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

FEBRUARY 2014	MARCH 2014	APRIL 2014
<p>3-4 AFC Trustees Annual Legislative Conference Tallahassee</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 Highlands Campus</p>	<p>23 Board Meeting, 6 PM Highlands Campus</p> <p>26 SFSC Foundation Gala 6:00 PM Jacaranda Hotel</p>
MAY 2014	JUNE 2014	JULY 2014
<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>	<p>23 Board Meeting, 6 PM Highlands Campus</p>
AUGUST 2014	SEPTEMBER 2014	OCTOBER 2014
<p>27 *Board Meeting, 6 PM DeSoto Campus</p>	<p>24 *Board Meeting, 6 PM Hardee Campus</p>	<p>22 *Board Meeting, 6 PM Highlands Campus</p> <p>22-25 ACCT Leadership Congress '14 Chicago, IL</p>
NOVEMBER 2014	DECEMBER 2014	JANUARY 2015
	<p>9 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p> <p>18 SFSC Commencement</p>	<p>27 *Board Meeting, 6 PM Highlands 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: FEBRUARY 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SFSC MOBILE APPLICATION PRESENTATION

The SFSC eLearning Department is working in cooperation with Dr. van der Kaay and Mrs. Latter to bring the Desire2Learn Mobile Application (called "Campus Life") to SFSC. The purpose of this mobile application is to enhance student engagement and retention/success by providing ready access to communication, teaching and learning. We are in the pilot/testing phase at this time and our goal is to have it available for student and employee use by March 1, 2014. The SFSC Mobile Application features include:

- Access to Panther Den-D2L course resources (content, calendar, news, grades, etc.)
- Students may post to a discussion board and faculty may review discussion posts
- Students may take a quiz and faculty may review quiz results
- Instant access to library services (via a sync to the World Cat library database)
- Receive notifications for updated grades, course and campus news
- Easy access to College maps
- Quick access to call SFSC Security and much more
- Works on Android™, iOS, or BlackBerry® device
- D2L will host and provide maintenance on the app

After March 1, 2014, students and employees may visit their respective app store, search for "South Florida State College" and then download the free app onto their mobile device.


Users will log into the app initially using their Panther Central sign on credentials.

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: FEBRUARY 26, 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.

	CONSENT AGENDA ACTION ITEMS	Page
5.1	Personnel Actions	21
5.2	Agreement and Contracts	-
5.3	Grant Applications	-
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	23
	5.4.2 Property Deletion & Disposal	25
	5.4.3 Donation – Model #57000DT1-1Trencher	27



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: FEBRUARY 26, 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

Table with 3 columns: Name, Position, Effective Date. Rows include Tara Huften and Denise Morales.

II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF

Table with 3 columns: Name, Position, Effective Date. Row includes Cheryl Arpasi.

III. RESIGNATIONS/TERMINATIONS:

Table with 3 columns: Name, Position, Effective Date. Row includes James Lembo.

IV. RETIREMENTS

Table with 3 columns: Name, Position, Effective Date. Row includes Richard Peavy.

V. REAPPOINTMENTS, PRESIDENT'S IMMEDIATE STAFF, 2014-15

- List of names: Appelquist, Donald; Bush, Tamasine; Latter, Deborah; Little, Glenn W.; Revell, Leana A.

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Aguilar, Alexander	ABE/GED/ESOL	III
Jahna, Penelope	Mathematics	II

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: FEBRUARY 26, 2014

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 January 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							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	3870	\$4,245,603.45	1772	\$5,950,453.83	3611	\$1,394,361.59	9253	\$11,590,418.87

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					0	0.00
March					0	0.00
April					0	0.00
May					0	0.00
June					0	0.00
Totals	242	\$289,671.70	3012	\$5,826,195.96	3254	\$6,115,867.66


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			
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		9,253	\$11,590,418.87	

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			
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		3254	\$6,115,867.66	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: FEBRUARY 26, 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 **\$23,781.72** 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
Feb-14

Tag #	Date Purchased	Description	Cost	Condition Code
13295	1/13/2003	Scaler/Polisher	\$ 2,808.30	Poor
13296	1/13/2003	Scaler/ Polisher	\$ 2,808.30	Poor
13298	1/13/2003	Digital Video Camera	\$ 5,328.96	Poor
14590	12/6/2006	IntraOral Camera System	\$ 6,500.00	Poor
15332	3/24/2008	Dell Latitude D531 Laptop	\$ 1,111.60	Poor
15333	3/24/2008	Dell Latitude D531 Laptop	\$ 1,111.60	Poor
15625	8/11/2008	Laptops Lattitude D531 AMD Turion 64	\$ 1,028.24	Poor
15626	8/11/2008	Laptops Lattitude D531 AMD Turion 64	\$ 1,028.24	Poor
15629	8/11/2008	Laptops Lattitude D531 AMD Turion 64	\$ 1,028.24	Poor
15635	8/11/2008	Laptops Lattitude D531 AMD Turion 64	\$ 1,028.24	Poor
TOTAL			\$23,781.72	




OFFICE OF THE PRESIDENT

Item 5.4.3

PRESENT TO BOARD: FEBRUARY 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DONATION OF MODEL #57000DT1-1 TRENCHER

Approval is requested to accept the donation of Model #57000DT1-1 Trencher, valued at \$400 from the Peace River Electric Cooperative, Inc. for SFSC's Electrical Lineman Program at the Hardee Campus.

SUGGESTED MOTION:

Move to accept the donation of Model #57000DT1-1 Trencher for SFSC's Electrical Lineman Program at the Hardee Campus.

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: FEBRUARY 26, 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:

I. PROGRAM ADDITIONS

Add new baccalaureate nursing program courses to the college curriculum inventory. The new BSN program is a limited-access, two-year program designed for students who already hold a Registered Nursing (RN) license in Florida and would like to obtain an advanced degree; effective Fall 2014 (201510).

Nursing #7610 – BSN

- NUR 3065C Health Assessment, Wellness, and Prevention (3 credits)
- NUR 3080 Dimensions of Baccalaureate Nursing Practice (3 credits)
- NUR 3125 Pathophysiology for Nursing Practice (3 credits)
- NUR 3145 Pharmacology for Nursing Practice (3 credits)
- NUR 3289 Foundations of Gerontology (3 credits)
- NUR 3169 Inquiry and Evidence in Nursing Practice (3 credits)
- NUR 4636C Community Health Nursing (3 credits)
- NUR 4828 Foundations of Nursing Healthcare Leadership & Management (3 credits)
- NUR 4945C Nursing Capstone (3 credits)
- NUR 4257C Introduction to Critical Care Nursing (3 credits)
- NUR 4275C Adult Critical Care (3 credits)
- NUR 3895 Teaching and Learning for the Healthcare Professional (3 credits)
- NUR 4178 Complementary and Alternative Therapies in Healthcare (3 credits)

II. COURSE ADDITIONS

Add the following compressed developmental courses to the college curriculum inventory. These new math and reading courses will satisfy the criteria for a compressed course with each course lasting eight weeks. This accelerated mechanism will allow students to complete the entire developmental math or reading sequence in one term, effective Fall 2014 (201510):

- MAT 0022 Compressed Developmental Mathematics I (3 credits)
- MAT 0023 Compressed Developmental Mathematics II (3 credits)
- REA 0019 Compressed Developmental Reading I (3 credits)
- REA 0020 Compressed Developmental Reading II (3 credits)

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: FEBRUARY 26, 2014
TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL
SUBJECT: FEE PROPOSALS

Consideration of the following new fee proposals is requested for Fall 2014 (201510) for the cost of materials used by students in the new Bachelor of Science in Nursing (BSN) courses.

Table with 3 columns: Course Prefix#, Course Title, Proposed Fee. Rows include NUR 3065C, NUR 3080, NUR 4257C, NUR 4275C, and NUR 4828.

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



OFFICE OF THE PRESIDENT

Item 7.3

PRESENT TO BOARD: FEBRUARY 26, 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.

Unfortunately, Rick will not be able to be with us as the baseball team has an out-of-town game the same night as the next two Board meetings. Therefore, he will prepare a brief media presentation to introduce this new sport and discuss how Women's Cross Country could be implemented at SFSC.

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: FEBRUARY 26, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REQUEST FOR PROPOSALS (RFP) 13-05 SFSC BANKING SERVICES AND
MERCHANT SERVICES

Banking Services

The College received four responses to its request for RFP 13-05 for banking services. The respondents included: Wells Fargo, Suntrust, Highlands Independent Bank, and Heartland National Bank. Each submitting bank is a qualified public depository under Florida law and each had submitted copies of audits reflecting an unqualified (unmodified) audit opinions. Primary services including an online cash management system, system to receive cancelled checks, positive pay, and location/proximity to all campuses were discussed. In addition, secondary services including an ATM on the Highlands campus, disaster preparedness plans, transitional plans, remote deposit and related party banking arrangements were compared and contrasted. Anita Kovacs prepared a quantification of one months' net cost (interest-fees) for banking services using the activity volumes identified in the bid document and the costs in each proposal. The quantification was verified by Dean Jordan and Susan Zelenenki, employees of the college's Business Office.

The Banking Review Committee met on January 8, 2014 to review the responses received for the College's RFP 13-05 Banking Services and Merchant Services. The Banking Review Committee voted unanimously to recommend to the District Board of Trustees that Highlands Independent Bank receive the award for RFP 13-05 Banking Services.

The primary reasons for this recommendation were based on the willingness of Highlands Independent Bank to provide an ATM free of charge to the College on the Highlands Campus, use of remote deposit scanners free of charge, and no fees for banking services. The lack of fees for banking services while providing an interest rate of the federal funds rate earned by the bank in the prior month provided money to the College while the fees in all of the other bank proposals required the College pay a net cost for banking.

Merchant Services

The College received six proposals for merchant services. The respondents included: Wells Fargo, SunTrust, Highlands Independent Bank, Heartland National Bank, Vantiv, and US Bank. Not considering fees set by the credit card industry, the additional fees that each bank would charge for processing, per transaction costs and regular monthly bank service fees were compared for pricing presented in each proposal against the volumes that were indicated for the College in the RFP document. The merchant service provider that provides for the lowest fees for merchant services is Vantiv and three verified references indicate that they provide quality services. The Banking Review Committee voted unanimously to recommend to the District Board of Trustees that Vantiv receive the award for Merchant Services as described in RFP 13-05.

Banking Review Committee:

Lana Puckorius
Glenn Little
Anita Kovacs
Dean Jordan
Susan Zelenenki
Theresa Elders
Mary Hutzelman

SUGGESTED MOTION:


Move to approve Highlands Independent Bank to receive the award for RFP 13-05 Banking Services and Vantiv to receive the award for RFP 13-05 Merchant Services as presented.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: FEBRUARY 26, 2014
 TO: SOUTH FLORIDA STATE COLLEGE
 DISTRICT BOARD OF TRUSTEES
 FROM: THOMAS C. LEITZEL 
 SUBJECT: RESOURCE DEVELOPMENT REPORT

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

The following chart presents a summary listing of all donations and pledges made to the SFSC Foundation since the January 2014 meeting of the College District Board of Trustees. The included dates are January 1, 2014 through February 10, 2014. The total amount being reported is **\$32,692.50**.

South Florida State College Foundation, Inc						
Gift Summary Report 1/1/14 - 2/10/14						
Fund ID	Fund Description	Gift Count	Cash	Pledges	Other	Total
1000	Unrestricted	13	\$19,387.50	\$0.00	\$0.00	\$19,387.50
5012	Ben Hill Griffin Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
5029	Zenon C.R. Hansen Memorial	1	\$6,000.00	\$0.00	\$0.00	\$6,000.00
5031	SFSC Community Fund	11	\$605.00	\$0.00	\$0.00	\$605.00
5108	MOFAC	3	\$3,000.00	\$0.00	\$0.00	\$3,000.00
5133	The SFSC Artists Group	3	\$1,500.00	\$0.00	\$0.00	\$1,500.00
5137	Leadership Highlands	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
6003	Ruby Thomson Nees Memorial S'ship	1	\$200.00	\$0.00	\$0.00	\$200.00
	Grand Totals:		\$32,692.50	\$0.00	\$0.00	\$32,692.50
	34 Gift(s) listed					
	34 Donor(s) listed					

600 West College Drive, Avon Park, Florida 33825-9356 | 863-453-6661

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OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: FEBRUARY 26, 2014

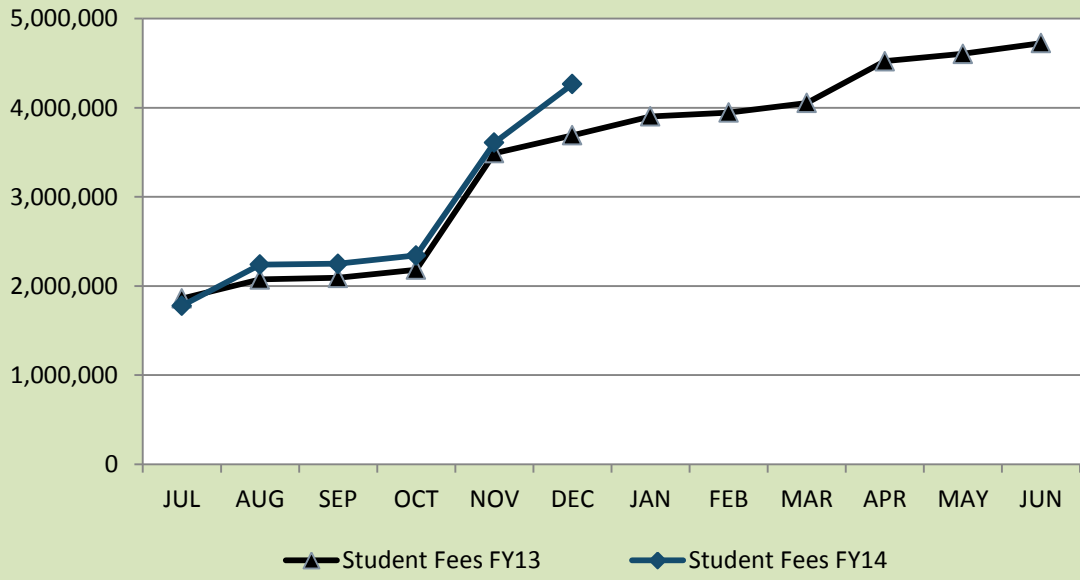
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

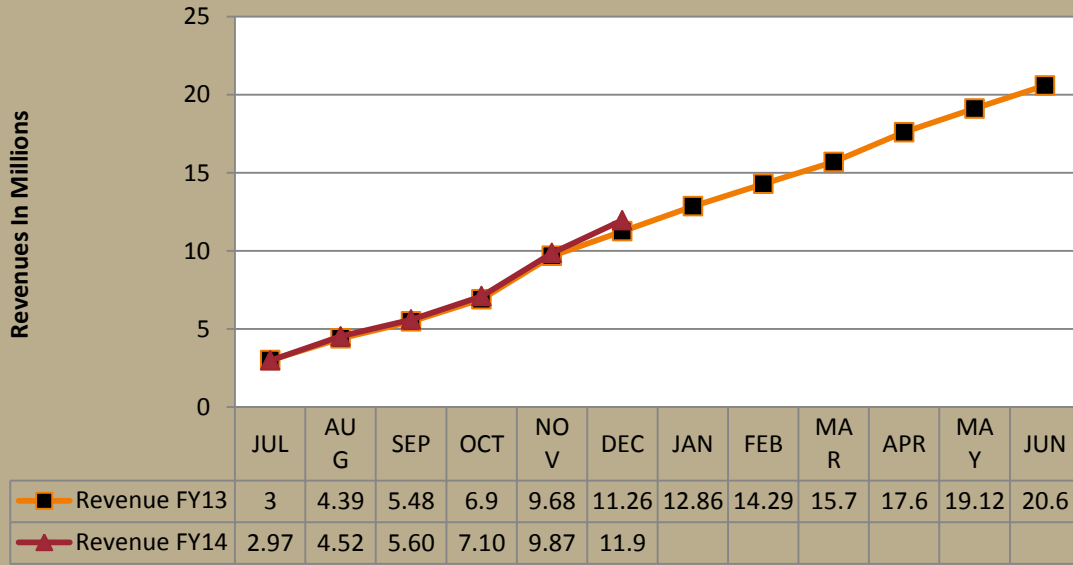
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the graphs and summary of revenues and expenditures of the College through December 2013.

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

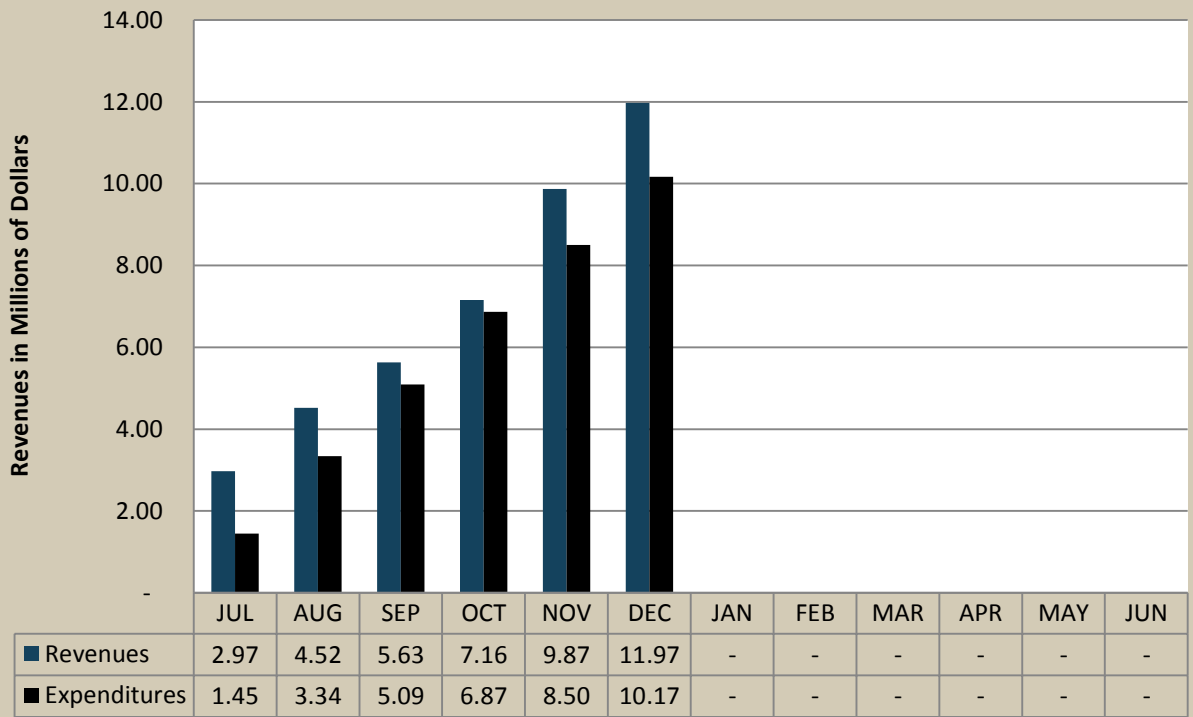


South Florida State College Fund 1 Total Revenue, FY 13 vs FY 14



■ Revenue FY13 ▲ Revenue FY14

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



South Florida State College					
Revenues and Expenditures					
For the Month Ended December 31, 2013					
Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition Fees	\$ 4,361,312.00	\$ 3,657,743.93	\$ 703,568.07	83.87%
403XX	Non Resident Fees	76,714.00	80,464.05	(3,750.05)	104.89%
404XX	Laboratory Fees	426,200.00	314,036.84	112,163.16	73.68%
405XX	Application Fees	7,900.00	4,365.00	3,535.00	55.25%
406XX	Graduation Fees	15,590.00	5,139.00	10,451.00	32.96%
40700	Transcript Fee	9,000.00	4,300.00	4,700.00	47.78%
408XX	Technology Fees	191,300.00	162,385.89	28,914.11	84.89%
409XX	Other Student Fees	58,200.00	37,908.14	20,291.86	65.13%
41600	Grants and Contracts from Counties	31,004.00	17,504.00	13,500.00	56.46%
42110	FCSPF-General Revenue	12,805,796.00	6,405,762.00	6,400,034.00	50.02%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	2,930,825.00	976,941.00	1,953,884.00	33.33%
42900	Indirect Cost Recovered - State	1,000.00	-	1,000.00	0.00%
43900	Indirect Costs Recovered - Federal	90,000.00	25,498.68	64,501.32	28.33%
44100	Cash Contributions	15,075.00	14,717.00	358.00	97.63%
46400	Use of College Facilities	78,425.00	31,722.77	46,702.23	40.45%
46401	Rental - Tri-County Human Svcs	138,902.00	69,451.14	69,450.86	50.00%
466XX	Other Sales and Services	235,690.00	149,603.05	86,086.95	63.47%
48100	Interest and Dividends	6,500.00	3,186.25	3,313.75	49.02%
487XX	Fines and Penalties	4,250.00	1,838.06	2,411.94	43.25%
49XXX	Transfers and Other Revenue	165,945.00	12,257.94	153,687.06	7.39%
	Total Revenues	\$ 21,651,778.00	\$ 11,974,824.74	\$ 9,676,953.26	55.31%
51XXX	Management	\$ 1,820,478.50	\$ 925,528.55	\$ 894,949.95	50.84%
52XXX	Instruction	4,521,494.00	2,013,913.15	2,507,580.85	44.54%
53XXX	Other Professional	2,730,148.50	1,352,744.52	1,377,403.98	49.55%
54XXX	Career Staff	2,703,251.70	1,327,080.07	1,376,171.63	49.09%
56XXX	Other Personnel Services-Instructional	931,200.00	352,335.30	578,864.70	37.84%
57XXX	Other Professional/Tech/Clerical/Trade	111,082.00	44,085.78	66,996.22	39.69%
58000	Student Employment -Inst Work Study	25,000.00	5,589.33	19,410.67	22.36%
585XX	Employee Awards	4,500.00	4,267.00	233.00	94.82%
59XXX	Benefits	3,798,846.00	1,642,478.26	2,156,367.74	43.24%
	Total Personnel	\$ 16,646,000.70	\$ 7,668,021.96	\$ 8,977,978.74	46.07%
605XX	Travel	\$ 288,691.00	\$ 112,438.49	\$ 176,252.51	38.95%
61000	Freight and Postage	38,590.00	24,129.54	14,460.46	62.53%
61500	Telecommunications	125,000.00	23,885.00	101,115.00	19.11%
62000	Printing	70,510.00	18,333.50	52,176.50	26.00%
625XX	Repairs and Maintenance	953,692.00	602,974.64	350,717.36	63.23%
630XX	Rentals	192,556.00	80,352.56	112,203.44	41.73%
635XX	Insurance	396,400.00	226,884.88	169,515.12	57.24%
640XX	Utilities	1,403,550.00	617,745.03	785,804.97	44.01%
645XX	Other Services	497,990.00	241,615.31	256,374.69	48.52%
64700	Grant Aid	4,000.00	1,794.00	2,206.00	44.85%
650XX	Professional Fees	154,200.00	26,617.25	127,582.75	17.26%
655XX	Education Office/Dept Material Supp	436,271.00	238,197.20	198,073.80	54.60%
657XX	Data Software-Non Capitalized	28,075.00	16,100.05	11,974.95	57.35%
66000	Maint/Construction Material/Supp	292,615.00	121,652.40	170,962.60	41.57%
665XX	Other Materials and Supplies	122,731.00	40,874.62	81,856.38	33.30%
670XX	Subscriptions/Library Books	37,500.00	31,787.68	5,712.32	84.77%
67500	Purchases for Resale	57,405.00	26,150.50	31,254.50	45.55%
680XX	Scholarships	112,500.00	27,953.16	84,546.84	24.85%
69XXX	Transfers and Other Expenses	80,000.00	14,843.46	65,156.54	18.55%
	Total Current Expenses	\$ 5,292,276.00	\$ 2,494,329.27	\$ 2,797,946.73	47.13%
70600	Minor Equipment >1000<5000	\$ 20,000.00	\$ 5,604.03	\$ 14,395.97	28.02%
71000	Furniture and Equipment	8,504.00	-	8,504.00	0.00%
	Total Capital Outlay	\$ 28,504.00	\$ 5,604.03	\$ 22,899.97	19.66%