

1.0 *Call to Order and Preliminary Matters*




OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: JANUARY 22, 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 January 22, 2014 be adopted.

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

AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
JANUARY 22, 2014
4:00 P.M.

- 1.0 Call to Order and Preliminary Matters
 - 1.1 Adoption of Agenda
 - 1.2 Approval of Minutes
 - 1.2.1 Planning Workshop – December 11, 2013
 - 1.2.2 Regular Meeting – December 11, 2013
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
 - 2.2 Employee Retirement
- 3.0 Public Comment
- 4.0 Presentation
 - 4.1 Florida Blue Scholarship Awards
 - 4.2 Florida Auditor General’s Office Audit Report
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Service Agreement – Education To Go
 - 5.2.2 Affiliation Agreement – Drs. Shelane and Martin Jenkins
 - 5.3 Grant Applications
 - 5.3.1 Agricultural Biotechnology - \$500,000
 - 5.3.2 Mechatronics and Advanced Manufacturing Program - \$900,000
 - 5.3.3 Retired and Senior Volunteer Program (RSVP) - \$44,534
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Property Deletion & Disposal
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
 - 7.2 Fee Proposals
- 8.0 Purchasing and Other Action Items
 - 8.1 President’s Annual Performance Review
 - 8.2 New Parking Lot Bid
- 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: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – PLANNING WORKSHOP – DECEMBER 11, 2013

It is recommended that the minutes of the planning workshop held December 11, 2013 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

**Move to approve the minutes of the December 11, 2013
Planning Workshop as presented.**

**PLANNING WORKSHOP MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DECEMBER 11, 2013**

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

Members Absent:

Staff Present: Ms. Annie Alexander-Harvey
Dr. Kimberly Batty-Herbert
Mrs. Tammy Bush
Mrs. Anita Kovacs
Mr. Glenn Little
Dr. Mike McLeod
Dr. Chris van der Kaay
Ms. Jane Hancock

Mr. Don Appelquist
Mr. Kevin Brown
Mrs. Susie Hale
Mrs. Deborah Latter
Mrs. Lindsay Lynch
Dr. Leana Revell
Mrs. Becky Sroda

Guests: Mr. Barbara Kirschner, Mr. Wayne Johnson, Mr. Phil Attinger (News-Sun)

CALL TO ORDER

At 3:07 p.m., the Planning Workshop of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mr. Joe Wright.

Dr. Leitzel congratulated Mr. Backer and Dr. Kirschner for their reappointment by Florida Governor Rick Scott to serve as a member of the SFSC District Board of Trustees for another term. Dr. Leitzel reviewed the 2013 Planning Workshop agenda and material.

Part I Planning: Near Term

Tab 1 New Employee Introductions

Employee	Position	Supervisor	Hired
Beth Burch	Lead Instructor, Bioenergy Program	Kevin Brown	08/20/13
Johanna Johnston	Program Specialist, Agriculture Programs	Thomas Bush	07/24/13
John Landry	Director, Criminal Justice Program	Kevin Brown	07/01/13
Claire Miller	Librarian	Michael McLeod	08/19/13

EMPLOYEE	Position	Supervisor	Hired
Brian Narciza	End-User Support Analyst	Clifford Hanglely Introduced by Christopher van der Kaay	09/23/13
Sonji Nicholas	Instructor, Sociology	Michele DeVane	08/19/13
Jessica Pantoja	Accountant	Theresa Elders Introduced by Anita Kovacs	08/19/13
Monica Powers	Director, Student Support Services	Michael McLeod	06/10/13

Tab 2 AFFIRMATION OF SFSC MISSION STATEMENT

The Board reviewed the current SFSC Mission Statement. Dr. Leitzel stated that the document would be recommended for affirmation during the regular Board meeting following the workshop.

PRESENTATION: "The Year in Review" Video

Dr. Leitzel presented "The Year in Review" video. The Trustees agreed that the video was great. It will now be distributed via email to the Trustees and all SFSC Employees for their distribution. A condensed version will be sent via email to friends of the college.

DISCUSSION: e-Communications

Mr. Little discussed options for receiving and reviewing material for Board meetings. It was decided that the Trustees will let Mrs. Bush know if they would like a printed notebook for meetings or use an electronic device to view the documents. The documents will also be projected during the meetings. This will begin at the January 22 meeting.

Tab 3 CORE INDICATORS OF EFFECTIVENESS

Dr. van der Kaay presented the SFSC Core Indicators of Effectiveness: 2010-2013.

Tab 4 STRATEGIC PLANNING

Dr. Leitzel presented the current Strategic Plan January 2013-December 2017 and The Five-Year Plan: 2014-2018 for the Board's review. Dr. Leitzel stated that the Five-Year Plan: 2014-2018 would be recommended for approval during the regular Board meeting following the workshop.

Tab 5 INTRODUCTION OF DASHBOARD INDICATORS

Dr. Leitzel presented the Introduction of Dashboard Indicators for the Board's review. The Board agreed the report was a good source of information.

Tab 6 DEVELOPMENTAL EDUCATION PLAN

Dr. Revell reviewed a memo dated August 23, 2013 from Randy Hannah, Chancellor, the Florida College System explaining Senator Bill 1720 – Developmental Education Reform Implementation. She also explained the college's responsibility and timeline for the plan.

A dinner break was taken at 5:00 and the workshop resumed at 5:16.

Part II Planning: SFSC the Next Half Century

Crafting the Vision/Institutional Positioning

Dr. Leitzel introduced Mr. Wayne Johnson, President, World Design Marketing who gave a presentation on how his company can assist the college with vision, positioning, and branding.

Dr. Leitzel asked the Trustees for their endorsement to move forward with consultation from World Design Marketing to lead the visioning process. The Trustees were in favor.

There being no further discussion, the Planning Workshop adjourned at 5:50 p.m.



OFFICE OF THE PRESIDENT

Item 1.2.2

PRESENT TO BOARD: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – DECEMBER 11, 2013

It is recommended that the minutes of the regular meeting held December 11, 2013 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:
Move to approve the minutes of the December 11, 2013 regular meeting as presented.

**MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DECEMBER 11, 2013**

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

Members Absent:

Staff Present: Ms. Annie Alexander-Harvey Mr. Doug Andrews Mr. Don Appelquist
Dr. Kimberly Batty-Herbert Mr. Kevin Brown Mrs. Tammy Bush
Mrs. 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

Others Present: Mrs. Barbara Kirschner, Mr. Phil Attinger, Mr. Daniel Montes, and Ms. Christina Gourley

CALL TO ORDER

At 5:54 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

Mr. Bryan made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting held December 11, 2013 as recommended. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mrs. Puckorius made a motion, seconded by Mr. Bryan, to approve the minutes of the regular meeting held October 23, 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. The Trustees asked that the January 22 Board meeting be moved to 4:00 p.m. to accommodate the reception and performance for Engelbert Humperdinck that begins at 6:00 p.m.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

The following new employees were acknowledged as having been introduced at the annual DBOT Planning Workshop held prior to the Board meeting:

Employee	Position	Supervisor	Hired
Beth Burch	Lead Instructor, Bioenergy Program	Kevin Brown	08/20/13
Johanna Johnston	Program Specialist, Agriculture Programs	Thomas Bush	07/24/13
John Landry	Director, Criminal Justice Program	Kevin Brown	07/01/13
Claire Miller	Librarian	Michael McLeod	08/19/13
Brian Narciza	End-User Support Analyst	Clifford Hanglely Introduced by Christopher van der Kaay	09/23/13
Sonji Nicholas	Instructor, Sociology	Michele DeVane	08/19/13
Jessica Pantoja	Accountant	Theresa Elders Introduced by Anita Kovacs	08/19/13
Monica Powers	Director, Student Support Services	Michael McLeod	06/10/13

3.0 PUBLIC COMMENT

Dr. Leitzel welcomed two SFSC Honor Students in attendance Mr. Daniel Montes and Ms. Christina Gourley. He also welcomed News-Sun reporter, Mr. Phil Attinger.

4.0 PRESENTATION (None)

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

5.2 Agreement and Contracts

None

5.3 Grant Applications

5.3.1 Summer Bridge Program

College Board FL Partnership
(EXHIBIT "B")

\$10,407

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 October 2013. **(EXHIBIT "C")**

5.4.2 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of **\$32,894.98**. **(EXHIBIT "D")**

5.4.3 Donation to Take Stock in Children

Approved the donation of 18 old surplus laptop computers to Take Stock in Children program participants. **(EXHIBIT "E")**

Mrs. Cullens made a motion, seconded by Mr. Lambert, to approve the Consent Agenda, Items 5.1 through 5.4.3 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 SFSC Mission Statement

Affirmation of the South Florida State College Mission Statement was presented for consideration. **(EXHIBIT "F")**

Mrs. Cullens made a motion, seconded by Mrs. Puckorius, to affirm the South Florida State College Mission Statement 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.**

6.2 2014-2018 SFSC STRATEGIC PLAN

Consideration of the proposed 2014-2018 SFSC Strategic Plan was presented. **(EXHIBIT "G")**

Mrs. Rider made a motion, seconded by Mr. Bryan, to approve the proposed 2014-2018 SFSC Strategic Plan 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.**

6.3 Policy Implementation

6.3.1 New Policy 4.11 Student Fees

Consideration to establish a new Policy 4.11 Student Fees was presented. **(EXHIBIT "H")**

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the establishment of a new Policy 4.11 Student Fees 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

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

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

7.2 Developmental Education Plan

Approval to submit the college's Developmental Education Implementation Plan to the Florida College System by January 15, 2014 was presented. **(EXHIBIT "J")**

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to approve the submission of the college's Developmental Education Implementation Plan to the Florida College System by January 15, 2014 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 Construction Documents for Fire Science Technology/Fire Fighting Program Remodeling/Renovation Project

Approve submission of construction level documents to the Florida Department of Education for final review and approve to proceed with the remodeling/renovation of Buildings P and O, and all related site work as presented. **(EXHIBIT "K")**

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the submission of construction level documents to the Florida Department of Education for final review and approve to proceed with the remodeling/renovation of Buildings P and O, and all related site work 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.**

8.2 Florida College System Risk Management Consortium (FCSRMC) Member Agreement

Approve entry into a revised member agreement for continued participation in the Florida College System Risk Management Consortium as presented. **(EXHIBIT "L")**

Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to approve entry into a revised member agreement for continued participation in the Florida College System Risk Management Consortium 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.**

8.3 2014-2015 ACADEMIC CALENDAR

Consideration of the proposed 2014-2015 Academic Calendar was presented. **(EXHIBIT "M")**

Mr. Lambert made a motion, seconded by Mr. Backer, to approve the 2014-2015 Academic Calendar 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 Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$113,691.36** from October 9, 2013 through November 12, 2013.

9.3 Financial Report

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

9.4 President's Report

1. Dr. Leitzel withdrew his previous request for recommended changes to Policy 1.07 Alcohol and Drug-Free Campus and Workplace. There are no recommended changes to the policy at this time.
2. Dr. Leitzel distributed a copy of the Florida College System FTE Comparison report dated November 21, 2013.
3. Dr. Leitzel reminded the Trustees of two upcoming conferences. The AFC Trustees Annual Legislative Conference in Tallahassee, Feb. 3-4 and the Community College Legislative Summit in Washington, DC, Feb. 10-13. He asked those who would like to attend to contact Mrs. Bush.
4. Dr. Leitzel discussed facility considerations:
 - a. The college does not intend to renew the lease agreement with the Lorida Schoolhouse. The schoolhouse is owned by the SFSC Foundation.
 - b. A name change for the Public Service Academy to the Criminal Justice Academy.
 - c. Raise the old storage building next to the Public Service Academy.
 - d. Seeking suggestions to rename the South Florida Citrus Center.
5. Dr. Leitzel shared a video of the college's holiday greeting card.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer wished everyone a Merry Christmas.

Dr. Kirschner wished everyone a Merry Christmas and Happy New Year.

Mr. Bryan wished everyone a Merry Christmas.

Mr. Lambert thanked everyone for a good meeting and wished them a Merry Christmas.

Mrs. Rider stated no report.

Mrs. Cullens congratulated Dr. Kirschner and Mr. Backer on their reappointments. She stated that she recently had an opportunity to speak to an Honors Student class. It was a great experience. She wished everyone a Merry Christmas.

9.7 Board Chair Report

1. Mr. Wright shared a holiday greeting card from the athletic department.
2. Mr. Wright stated that the Trustees would like to donate a TV to the AFC Holiday Luncheon raffle again this year. Mr. Backer will purchase the TV for the Trustees.
3. Mr. Wright stated that he enjoyed the December 5 MOFAC exhibit – Florida Wildlife Corridor Expedition.
4. Mr. Wright stated that he would like to spend some time at the January Board meeting discussing audit notes from the last audit.
5. Mr. Wright wished everyone a Merry Christmas.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 7:00 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: JANUARY 22, 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

JANUARY 2014	FEBRUARY 2014	MARCH 2014
<p>22 Board Meeting, 4 PM Highlands Campus</p> <p>22 Artist Series Performance Engelbert Humperdinck 7:30 PM</p>	<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 Lake Placid Center</p>
APRIL 2014	MAY 2014	JUNE 2014
<p>23 Board Meeting, 6 PM Highlands Campus</p> <p>26 SFSC Foundation Gala 6:00 PM Jacaranda Hotel</p>	<p>6 SFSC Commencement</p> <p>28 Budget Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p>	<p>25 Board Meeting, 6 PM DeSoto Campus</p>
JULY 2014	AUGUST 2014	SEPTEMBER 2014
<p>23 Board Meeting, 6 PM Highlands Campus</p>	<p>27 *Board Meeting, 6 PM DeSoto Campus</p>	<p>24 *Board Meeting, 6 PM Hardee Campus</p>
OCTOBER 2014	NOVEMBER 2014	DECEMBER 2014
<p>22 *Board Meeting, 6 PM Lake Placid Center</p>		<p>10 *Board Meeting, 6 PM Highlands Campus</p>

*Tentative

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Melanie Boulay	Resource Development Assistant, Title III Project	Lindsay Lynch	08/19/13
Robert Land	General Maintenance	Robert Mathy (Introduced by Robert Flores)	08/06/13
Sandra C. Pinzon	Coordinator, ESOL	Sylvia Turner	11/18/13




OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: EMPLOYEE RETIREMENT

It is recommended that the retirement of Mr. Joel E. Boydston, an instructor and professor in the Business and Computer Technologies Department, be recognized for his many years of service to South Florida State College.

SUGGESTED MOTION:

Move to recognize the retirement of Mr. Joel E. Boydston for his many years of service to South Florida State College.

REGRETFULLY ACCEPTING THE DECISION OF

Joel E. Boydston

TO RETIRE, RECOGNIZING WITH GRATITUDE

HIS MANY YEARS OF DEVOTED SERVICE TO SOUTH FLORIDA STATE COLLEGE

WHEREAS, Joel Boydston was born in Elgin, Illinois and employed in Illinois and Florida; and

WHEREAS, Joel began working at South Florida State College in May 1999. He worked as an elementary-level teacher in the early part of his career. Joel studied computers at USF, and then worked in the MIS/IT Department with the Highlands County school system for 15 years. Dean Kevin Brown was instrumental in hiring Joel for a position in the Cisco Networking Academy program, and he is deeply indebted to him for that. Having served for 10 years as Department Chair, he currently is an instructor and professor in the Business and Computer Technologies Department, serving the college well; and

WHEREAS, in addition to his duties, Joel is honored to have served in various offices with the Association of Florida Colleges (AFC), including past SFSC Chapter President. He is proud of his regular attendance at the annual United Way Day of Caring; teaching several years with the Junior Achievement Career Success program at Avon Park High School; working last year with at-risk kindergarteners at Avon Park Elementary School in the Reading Pals program; participating in a number of the American Heart Association's Relay for Life events, and as a near-annual service bell ringer for the Salvation Army.

WHEREAS, dependability, loyalty, and talent have made Joel not only a valuable employee, but also a wonderful friend to all;

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF TRUSTEES OF SOUTH FLORIDA STATE COLLEGE:

THAT Joel enjoys every minute of his retirement as he indulges in his hobbies: reading, listening to music from rock to classical; researching topics of personal and political interest; and taking care of his beautiful backyard. He also plans to spend time sharing interests with his wife, Kandi; continue to perform volunteer work; learn to speak Spanish; and, perhaps, write.

THAT Joel remembers his SFSC friends and visits SFSC often.

FURTHER, that this Resolution, signed by the Chair of the District Board of Trustees of South Florida State College and attested by the President of the college, be presented to Joel E. Boydston with the admiration and respect of his colleagues.

UNANIMOUSLY PASSED AND ADOPTED by the South Florida State College District Board of Trustees this 22nd day of January 2014.

Chair, District Board of Trustees

President, South Florida State College

South Florida State College

*The District Board of Trustees of
South Florida State College
upon the recommendation of the Faculty has conferred upon*

Joel E. Boydston

the Title of

Professor Emeritus

*with all the rights, honors, and privileges thereunto appertaining.
Witness the Seal of South Florida State College and the signatures
of its duly authorized officers hereunto affixed.
Given at this twenty-second day of January, in the year
of our Lord, two thousand and fourteen.*

Chair of the District Board of Trustees

President of South Florida State College

3.0 *Public Comment*

4.0 *Presentations*



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: BLUE FLORIDA SCHOLARSHIP AWARDS PRESENTATION

Mr. Wendell Williams, Dean Don Appelquist, and Dean Kevin Brown, along with members of his staff, will present Florida Blue Scholarship awards to Allied Health Students.



OFFICE OF THE PRESIDENT

Item 4.2

PRESENT TO BOARD: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FLORIDA AUDITOR GENERAL'S OFFICE AUDIT REPORT

As requested by Chairman Wright, Glenn Little and Anita Kovacs will present an overview of several of the notes contained within the College's annual financial statements as audited by the Florida Auditor General's Office. The Governmental Accounting Standards Board (GASB) is the source of generally accepted accounting principles (GAAP) used by State and Local governments in the United States, and GASB requirements have changed almost exponentially in recent years. Our financial statements have changed as a result, and the notes associated with the statements have increased as a result. The presentation will primarily focus on notes associated with long-term liabilities and their impact on our financial statements.


Additionally, Glenn Little and Susie Hale will discuss the many employee recognition initiatives available to College employees at all levels which encourage performance excellence as requested in an earlier DBOT meeting. We're very proud of the many employee achievements each year and will share the initiatives in place which encourage professional growth and development and high employee morale.

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: JANUARY 22, 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	29
5.2	Agreement and Contracts	
	5.2.1 Service Agreement – Education To Go	30
	5.2.2 Affiliation Agreement – Drs. Shelane and Martin Jenkins	31
5.3	Grant Applications	
	5.3.1 Agricultural Biotechnology - \$500,000	32
	5.3.2 Mechatronics and Advanced Manufacturing Program - \$900,000	33
	5.3.3 Retired and Senior Volunteer Program (RSVP) - \$44,534	34
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	35
	5.4.2 Property Deletion & Disposal	37



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JANUARY 22, 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 FACULTY:

Table with 3 columns: Name, Position, Effective Date. Rows include Dos Santos, Kimberley and Williams II, Wade.

II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

Table with 3 columns: Name, Position, Effective Date. Rows include Merritt, Richard* and Torres, Nelson**.

*Transferred from Webmaster
**Transferred from Career Service, Case Manager, Florida Farmworker Jobs & Education Program

III. APPOINTMENTS, FULL-TIME CAREER SERVICE STAFF:

Table with 3 columns: Name, Position, Effective Date. Rows include Earley, Lauren, Morales, Tasha*, and Ramos, Mandy.

*Transferred from Part-time to Full-time

IV. RESIGNATIONS:

Table with 3 columns: Name, Position, Effective Date. Row includes Palmer, Jerri.

SUGGESTED MOTION:
Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SERVICE AGREEMENT – EDUCATION TO GO

Approval is request to enter into a **new** service agreement between Education To Go and South Florida State College. The agreement makes available online, non-credit corporate and community education courses that will be used for training purposes. This is an ongoing agreement that may be terminated with thirty days' notice from either party.

SUGGESTED MOTION:
Move to approve entry into a new service agreement with Education To Go to make available online courses for training purposes as presented.



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – DR. SHELANE JENKINS AND DR. MARTIN JENKINS

Approval is request to enter into a new affiliation agreement between Dr. Shelane Jenkins and Dr. Martin Jenkins of Sebring Family Dentistry and South Florida State College for the purpose of providing supervised learning experiences in the care of dental patients. This agreement will automatically renew annually unless there is a request to terminate the agreement.

SUGGESTED MOTION:

Move to approve entry into a new affiliation agreement with Dr. Shelane Jenkins and Dr. Martin Jenkins to provide supervised learning experiences in the care of dental patients as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – AGRICULTURAL BIOTECHNOLOGY

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

Title: **Agricultural Biotechnology**
Source: National Science Foundation – Unsolicited Proposals
Amount: \$500,000.00
Description: This is a funding request to develop curriculum in agricultural biotechnology, which will include plant biotechnology, animal biotechnology and sustainable agricultural practices. The project will include both a traditional college curriculum and a dual enrollment track to be hosted at Hardee High School. Many of the new and emerging workforce needs in agriculture and related fields require graduates with strong STEM knowledge, and the ability to relate those skills to the field of agriculture. Agricultural biotechnology courses will prepare students to enter more highly specialized agriculture professions or to transfer to agriculture degree programs at selective admissions institutions.

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: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – MECHATRONICS AND ADVANCED MANUFACTURING PROGRAM

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

Title: **Mechatronics and Advanced Manufacturing Program**
Source: National Science Foundation – Unsolicited Proposals
Amount: \$900,000.00
Description: Mechatronics is a new curriculum design for preparing students to enter 21st Century manufacturing jobs. It combines competencies from traditional fields such as electronics, computers, mechanical engineering, and control systems with advanced manufacturing skills such as operation of multi-axis CNC machines and programmable logic controllers. The SFSC Mechatronics program will prepare graduates to enter technician-level careers in the automotive, aerospace, defense, materials processing, and manufacturing industries. Specifically, this new degree program would support our local phosphate, citrus processing, and manufacturing companies. It will complement the efforts of the EDC industrial parks and business incubators across all three counties. If funded, the SFSC Mechatronics program will be located at the Hardee Campus.

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: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)

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

Title: **Retired and Senior Volunteer Program (RSVP)**

Source: Corporation for National and Community Service

Amount: \$44,534.00

Description: This funding request is to renew the Highlands County RSVP project hosted by South Florida State College. Each year, Highlands County RSVP engages more than 500 adults ages 55 and older in a wide range of community impact projects. If renewed, the project will run from April 2014 through March 2015.

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: JANUARY 22, 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 November and December 2013 are 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							0	\$0.00
Feb							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	3459	\$3,821,296.69	1486	\$5,556,454.30	3211	\$1,253,951.05	8156	\$10,631,702.04

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					0	0.00	
Feb					0	0.00	
March					0	0.00	
April					0	0.00	
May					0	0.00	
June					0	0.00	
Totals	205	\$244,427.16	2571	\$4,992,621.83	2776	\$5,237,048.99	


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			
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		8,156	\$10,631,702.04	

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			
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		2776	\$5,237,048.99	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: JANUARY 22, 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 **\$35,430.00** 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
Jan-14**

Tag #	Date Purchased	Description	Cost	Condition Code
4921	4/14/1977	Massey-Ferguson 1538 Diesel Tractor	\$ 8,892.00	Poor
9152	6/28/1994	Windsor Spirit Carpet Extractor	\$ 1,200.00	Poor
13154	8/6/2002	Floor Scrubber	\$ 2,475.00	Poor
13756	2/16/2004	Ambassador Carpet Extractor	\$ 1,284.50	Poor
13898	9/22/2004	Bobcat Front-end Loader	\$ 20,000.00	Poor
14421	10/23/2006	48" Catcher Mower Deck, Tilt Model	\$ 1,578.50	Poor
TOTAL			\$35,430.00	

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: JANUARY 22, 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 ADDITION

Add the following biomedical program; this new program replaces AAS Biomedical Electronic Systems. The new AS program will prepare students for employment as biomedical repair technicians in the health care industry; effective Summer 2014 (201430).

• **Biomedical Engineering Technology #1700 – AS**

- ENC 1101 Freshman English I (3 credits)
- MAC 1105 College Algebra (3 credits)
- BSC 1085C Human Anatomy and Physiology I (4 credits)
- SLS 1106 First-Year Experience Seminar (1 credit)
- SPC 2608 Fundamentals of Speech Communication (3 credits)
- PSY 2012 General Psychology (3 credits)
- MAC 1114 Plane Trigonometry (3 credits)
Humanities Elective (3 credits)
- CET 1178C PC Support A+ Core Hardware (3-4 credits)
- CET 1179C PC Support A+ OS Technologies (3 credits)
- CET 1588C LAN Support Network+ (3 credits)
- CET 2114C Digital Electronics Engineering I (4 credits)
- CET 2123C Introduction to Microprocessors (change from 4 to 3 credits)
- EER 2930 Selected Topics in Electronics Engineering Technology (1-4 credits)
- EET 1015C Electronics Engineering I (4 credits)
- EET 1025C Electronics Engineering II (4 credits)
- EET 1141C Introduction to Solid State Devices (4 credits)
- EET 1142C Electronics Engineering III (4 credits)
- EET 1605C Electronic Fabrication Techniques (3 credits)
- EET 2915 Internship in Biomedical Electronic Engineering Systems (Change from 10 to 12-13 credits)

- ETD 1614C Applied Electronics Drawing (change from 2 to 3 credits)
- HSC 1531 Medical Terminology – New (3 credit hours)
Biomedical Engineering Elective (3 credits)

II. PROGRAM MODIFICATIONS

Modify following AS program to comply with Florida Department of Education framework guidelines plus change correlated CCC program to give students a stronger emphasis in management and have credits articulate directly toward the AS degree, effective Fall 2014 (201510):

- **Business Administration #1510 – AS**
 - Change program length from 64 to 60 credits
 - Remove ACG Co-op Education Training in Accounting (1 credit) from First Year First Term
 - Remove ENC 1102 Freshman English II (3 credits) from First Year Second Term
 - Remove FRE 1120 Elementary French I (4 credits) from Professional Electives
 - Remove FRE 1121 Elementary French II (4 credits) from Professional Electives
 - Remove PSY 2012 General Psychology (3 credits) from Professional Electives
 - Remove SPN 1120 Elementary Spanish I (4 credits) from Professional Electives
 - Remove SPN 1121 Elementary Spanish II (4 credits) from Professional Electives
 - Add ACG 2450C Accounting for the Microcomputer (3 credits) to Professional Electives
 - Add CGS 2820 Introduction to Web Design (3 credits) to Professional Electives
 - Add GEB 2XXX Career Explorations in Business – New (2 credits) to Second Year Second Term
 - Add GEB 2430 Business Ethics (3 credits) to First Year Summer Term
 - Add LDR 2XXX Introduction to Leadership - New (3 credits) to Professional Electives
 - Add MNA 2345 Management and Supervision (3 credits) to Professional Electives
 - Add OST 2335 Business Communications (3 credits) to First Year Second Term
 - Move ACG 2071 Managerial Accounting (3 credits) from First Year Summer Term to Second Year First Term
 - Move BUL 2241 Business Law I (3 credits) from First Year Second Term to Second Year First Term
 - Move Humanities Elective (3 credits) from Second Year First Term to First Year Summer Term
 - Move LIS 2004 Intro to Internet Research (1 credit) from Professional Elective to First Year First Term
 - Move MAC 1105 College Algebra (3 credits) from First Year First Term to First Year Second Term
 - Move MAC 2233 Calculus for Business/Social Sciences (3 credits) from First Year Second Term to Second Year Second Term as “or” to STA 2023 Elementary Statistics
 - Move SPC 2608 Fundamentals of Speech Communication (3 credits) from First Year Summer Term to First Year Second Term
 - Swap ECO 2013 Macroeconomics (3 credits) in Second Year First Term with ECO 2023 Macroeconomics (3 credits) in Second Year Second Term
 - Change Professional Elective in Second Year First Term from 6 to 3 credits
 - Change Professional Elective in Second Year Second Term from 6 to 3 credits
- **Business Management #3070 – CCC**
 - Remove MTB 1103 Business Mathematics using Spreadsheets or higher level math (3 credits) from Fall Term
 - Remove Professional Elective (3 credits) from Spring Term
 - Add GEB 2430 Business Ethics (3 credits) in Fall Term
 - Add MAN 2021 Principles of Management (3 credits) in Spring Term
 - Add ACG 2450C Accounting for the Microcomputer (3 cr.) in Professional Electives
 - Add BUL 2241 Business Law I (3 credits) in Professional Electives
 - Add CGS 2820 Introduction to Web Design (3 credits) in Professional Electives
 - Add ECO 2013 Macroeconomics (3 credits) in Professional Electives
 - Add ECO 2023 Macroeconomics (3 credits) in Professional Electives
 - Add LDR 2XXX Introduction to Leadership - New (3 credits) in Professional Electives

- Add MAC 1105 College Algebra (3 credits) in Professional Electives
- Add MAR 2345 Management and Supervision (3 credits) in Professional Electives
- Add MNA 2345 Management and Supervision (3 credits) in Professional Electives
- Add STA 2024 Elementary Statistics (3 credits) in Professional Electives

Request approval to modify the following AS program to support current technology trends, move courses to different terms, remove courses no longer taught, and offer students greater flexibility in choosing appropriate courses. Also, change correlated CCC program to have all credits articulate directly toward the AS degree, effective Fall 2014 (201510):

- **Computer Programming and Analysis #1610 – AS**
 - Remove CGS 2554C Data Communications and Networking (3 credits) from First Year Second Term
 - Remove CIS 2321C Systems Analysis and Design (3 credits) from Second Year Second Term
 - Remove CTS 2106 Fundamentals of Unix (3 credits) from Programming/Applications Electives
 - Add CET (any) Networking Course (3 credits) to Programming/Applications Electives
 - Add CGS 2930 Selected Topics in Computers General Studies (1-4 credits) to Programming/Applications Electives
 - Add COP 2930 Selected Topics in Computer Programming (1-4 credits) to Programming/Applications Electives
 - Add MTB 1103 Business Math using Spreadsheets (3 credits) to Programming/Applications Electives
 - Add OST 2335 Business Communications (3 credits) to Programming/Applications Electives
 - Add Programming/Applications Elective (3 credits) to First Year First Term
 - Add SYG 2000 Gen. Sociology (3 credits) to Second Year First Term as “or” to PSY 2012 Gen. Psychology
 - Move CGS 2540C Introduction to Database Management (3 credits) from Second Year First Term to First Year Second Term
 - Move CGS 2565C Principles of Computer Information Systems (3 credits) from First Year Summer Term to First Year Second Term
 - Move OST 1100C Introduction to College Keyboarding (3 credits) from First Year First Term to Programming/Applications Electives
 - Move (now required) CGS 2820 Introduction to Web Design (3 credits) from Programming/Applications Electives to Second Year First Term
 - Move (now required) COP 2170C Principles of Computer Programming (3 credits) from Programming/Applications Electives to Second Year First Term
 - Move (now required) COP 2224 Introduction to C++ Programming (3 credits) from Programming/Applications Electives to Second Year Second Term
 - Change General Elective (2-3 credits) in First Year Summer Term to Business Elective or Programming/Applications Elective
 - Change Programming/Applications Elective in First Year Second Term from 6 to 3 credits
- **Computer Programming #3020 – CCC**
 - Remove CTS 2106 Fundamentals of Unix (3 credits) from Programming/Applications Electives
 - Add Programming/Applications Elective (3 credits) to First Term
 - Move OST 1100C Introduction to College Keyboarding (3 credits) from First Term to Programming/Applications Electives
 - Move CGS 2565C Principles of Computer Information Systems (3 credits) from Summer Term to Second Term
 - Add CGS 2540C Introduction to Database Management (3 credits) to Programming/Applications Electives
 - Add CGS 2930 Selected Topics in Computers General Studies (1-4 credits) to Programming/Applications Electives

- Add COP 2930 Selected Topics in Computer Programming (1-4 credits) to Programming/Applications Electives
- Change Programming/Applications Electives in Second Term from 12 to 9 credits
- Change Programming/Applications Electives in Summer Term from 3 to 6 credits

Request approval to modify following OC program to align new DOE framework competencies and course hours for dual enrollment students, effective Spring 2014 (201420):

- **Medical Assisting #3500 – OC**

- Delete HCP 0720C Electrocardiograph Aide Clinical (75 cont. hours)
- Delete HCP 0750C Clinical Phlebotomy (75 cont. hours)
- Delete HSC 0530 Concepts of Medical Language (35 cont. hours)
- Delete MEA 0252 Human Body Structure and Function (60 cont. hours)
- Delete MEA 0254C Medical Office Laboratory (75 cont. hours)
- Delete MEA 0330 Medical Office Procedures (75 cont. hours)
- Delete MEA 0500 Medical Office Receptionist (100 cont. hours)
- Delete MEA 0801L Medical Assisting Practicum II (66 cont. hours)
- Delete MEA 0802L Medical Assisting Practicum III (68 cont. hours)
- Delete OTA 0484 Office Skills Training (75 cont. hours)
- Delete SLS 0317 Student Success for Health Professionals (16-48 cont. hours)
- Add MEA 0XXXC Anatomy and Physiology – New (48 cont. hours)
- Add MEA 0XXXC Medical Lab Procedures I – New (96 cont. hours)
- Add MEA 0XXXC Medical Lab Procedures II – New (96 cont. hours)
- Add MEA 0XXXC EKG Aide – New (75 cont. hours)
- Add MEA 0XXXC Phlebotomist - New (75 cont. hours)
- Add MEA 0230 Occupational Medical Terminology I (48 cont. hours)**
- Add MEA 0239 Occupational Medical Terminology II (48 cont. hours)**
- Add MEA 0310 Occupational Medical Office Procedures (48 cont. hours)**
- Add MEA 0332 Occupational Coding for Medical Assisting (48 cont. hours)**
- Add MEA 0334 Occupational Medical Insurance and Billing (48 cont. hours)**
- Add OTA 0402 Occupational Office Equipment and Procedures (48 cont. hours)**
- Add OTA 0490 Occupational Personal Business Skills (48 cont. hours)**
- Move HSC 0405C CPR for Healthcare Providers (8 cont. hours) from First Year Fall Term to Second Year Summer Term
- Move MEA 0201C Medical Assisting Clinical Procedures II from Second Year Fall Term to Third Year First Term and changing contact hours from 75 to 48
- Move MEA 0234 Pathophysiology and Disease from Second Year Spring Term to First Year Spring Term and changing contact hours from 75 to 48
- Move MEA 0242 Introduction to Pharmacology from Second Year Fall Term to Second Year Spring Term and changing contact hours from 90 to 48
- Move MEA 0258C Fundamentals of Radiography from Second Year Spring Term to Second Year Summer Term and changing contact hours from 90 to 40
- Move MEA 0800L Medical Assisting Practicum I from Second Year Spring Term to Third Year Spring Term and changing contact hours from 66 to 160
- Move MEA 0952 Medical Assisting Seminar from Third Year Spring Term to Third Year Fall Term and changing contact hours from 35 to 36
- Change HSC 0003 Introduction to Healthcare contact hours from 82 to 90
- Change MEA 0200C Medical Assisting Clinical Procedures I contact hours from 75 to 96
- **Revise course's corequisite to add "or Instructor's Approval"

III. PROGRAM DELETIONS

Delete following occupational programs and related courses; there has been minimal interest and low enrollment in each program for more than 5 years, effective Spring 2014 (201420):

- **Skin Care Specialty #3282 – OC**
 - **CSP 0260 Skin Care Specialty (260 contact hours)**

- **Nail Specialty #3283 - OC**
 - **CSP 0013 Nail Specialty (240 contact hours)**

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FEE PROPOSALS

Consideration of the following fee proposals is requested:

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
CSP 0013	Nail Specialty	\$285.00	Delete	Spring 2014
CSP 0260	Skin Care Specialty	\$260.00	Delete	Spring 2014

SUGGESTED MOTION:

Move to approve the fee proposals as presented.

8.0 *Purchasing and Other Action Items*



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

SUBJECT: PRESIDENT'S ANNUAL PERFORMANCE REVIEW

In accordance with provisions in the employment contract of the president, the SFCC District Board of Trustees annually reviews the performance of the president in a manner consistent with applicable Florida Statutes and State Board of Education Rules. During each annual performance review, which normally occurs in January, the Board should consider the president's progress in supporting College planning and equity goals as well as modifications to the president's employment contract.



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: JANUARY 22, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW PARKING LOT BID

Attached is the tabulation for ITB 14-01 for the excavation, grading and installation of a new asphalt parking lot (25 spaces) and for paving a section of roadway to service Building X (Maintenance) and Bldg. E (Athletic Office) on the Highlands Campus. Chastain Skillman, Inc. prepared the engineering and construction plans. Dr. Flores and I will work with the successful bidder to ensure that the project is completed as planned during the Spring Term.

A mandatory pre-bid meeting was held at the Highlands Campus, and six contractor representatives attended. As indicated on the bid tabulation, five firms submitted formal bids. The lowest bidder, Brock Excavation, Inc., is principally located in Sebring, Florida. Purchasing staff verified several references, confirming the capacity and quality of the firm.

It is recommended that we accept the lowest and best bid of \$53,371.00 submitted by Brock Excavation, Inc., for the excavation, grading and asphalt work at the Highlands Campus as specified.

SUGGESTED MOTION:

Move to accept the bid of \$53,371.00 to 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.

Tabulation of Bids – ITB 14-01 Maintenance Building Parking Area at the Highlands Campus.
 Bid opening Friday, January 3, 2014 at 4:00 p.m. (EST).

Vendor	Attended Required Pre-Bid*	Base Bid	Provided Vendor Qualifications
Brock Excavation, Inc.	Yes	\$53,371.00	Yes
Driveway Maintenance	Yes	NO BID	Yes
Excavation Point, Inc.	Yes	\$54,661.00	Yes
L. Cobb Construction, Inc.	Yes	\$65,155.52	Yes
Lynch Paving & Construction Co., Inc.	Yes	\$97,495.00	Yes
Tucker Paving, Inc.	Yes	\$91,098.84	Yes

*No other submittals are authorized for consideration.

Recommendation for bid award will be based upon pricing and verification that the bid packet is complete, as requested and that the pricing is based upon specifications provided.

Facilitator: Richard Peavy, SFSC

Recorder: Pam Vestal, SFSC

Witnessed: Dr. Robert Flores, SFSC


Date: January 03, 2014

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: JANUARY 22, 2014
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: RESOURCE DEVELOPMENT REPORT

I. Grant Funded

Title: Adult Education and Family Literacy
Adult General Education
Source: Florida Department of Education
Amount: \$6,074
Description: This amount represents a budget increase on a previously reported grant bringing the total received from \$238,425 to \$244,499.

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

The following chart presents a summary listing of all donations and pledges made to the SFSC Foundation since the December 2013 meeting of the College District Board of Trustees. The included dates are November 13, 2013 through December 31, 2013. The total amount being reported is **\$36,231.20.**

South Florida State College Foundation, Inc
Gift Summary Report 11/13/13 through 12/31/13

Fund Description	Gift				Total
	Count	Cash	Pledges	Other	
Unrestricted	72	\$9,819.50	\$0.00	\$0.00	\$9,819.50
Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$0.00	\$6.00
African American-Dennard	1	\$25.00	\$0.00	\$0.00	\$25.00
SFSC General Scholarship	87	\$5,831.00	\$0.00	\$0.00	\$5,831.00
Joe Johnston/Bette McDearman Memor	1	\$20.00	\$0.00	\$0.00	\$20.00
Artist Series	2	\$9,500.00	\$0.00	\$0.00	\$9,500.00
General Nursing Scholarship	2	\$4,024.26	\$0.00	\$0.00	\$4,024.26
SFSC Community Fund	9	\$76.00	\$0.00	\$0.00	\$76.00
SFSC Library Donations	3	\$35.00	\$0.00	\$0.00	\$35.00
Athletic Booster Club	3	\$515.00	\$0.00	\$0.00	\$515.00
Phi Theta Kappa	1	\$10.00	\$0.00	\$0.00	\$10.00
Dental Programs	3	\$120.00	\$0.00	\$66.84	\$186.84
MOFAC	3	\$207.50	\$0.00	\$0.00	\$207.50
Highlands County Bar Association Scholarship	1	\$20.00	\$0.00	\$0.00	\$20.00
The SFSC Artists Group	1	\$500.00	\$0.00	\$0.00	\$500.00
Leadership Highlands	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Theatre for the Performing Arts Capital Campaign	2	\$3,428.58	\$0.00	\$0.00	\$3,428.58
Norman L. Stephens Endowment	7	\$320.00	\$0.00	\$0.00	\$320.00
TSIC Scholarships	10	\$86.52	\$0.00	\$0.00	\$86.52
Ruby Thomson Nees Memorial Scholarship	2	\$120.00	\$0.00	\$0.00	\$120.00
Clifford and Marleen Percall and Anna Lena Kiler STEM Scholarship	1	\$500.00	\$0.00	\$0.00	\$500.00
Grand Totals:		\$36,164.36	\$0.00	\$66.84	\$36,231.20
213 Gift(s) listed					
158 Donor(s) listed					



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JANUARY 22, 2014

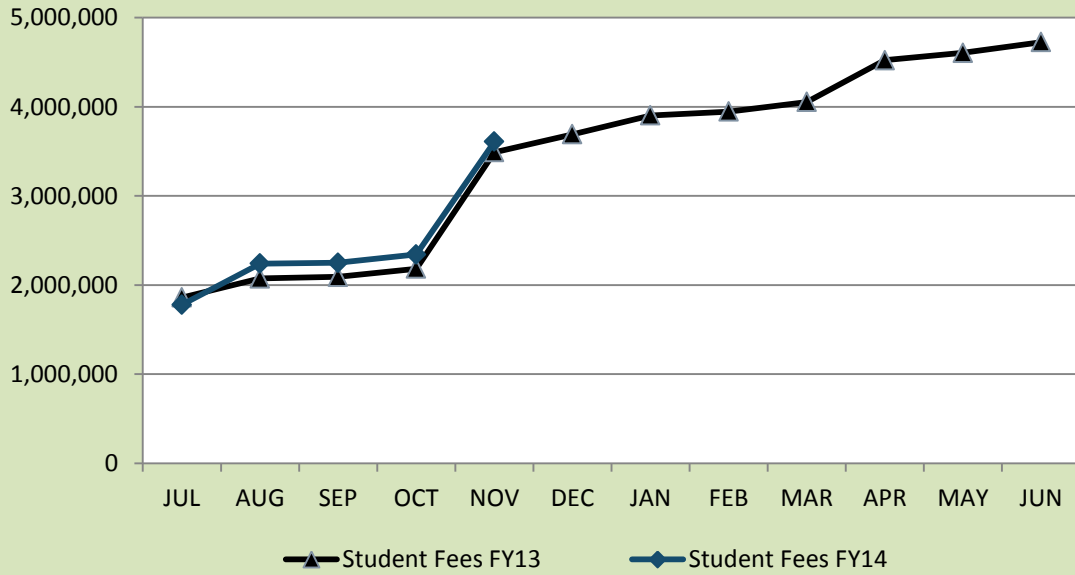
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

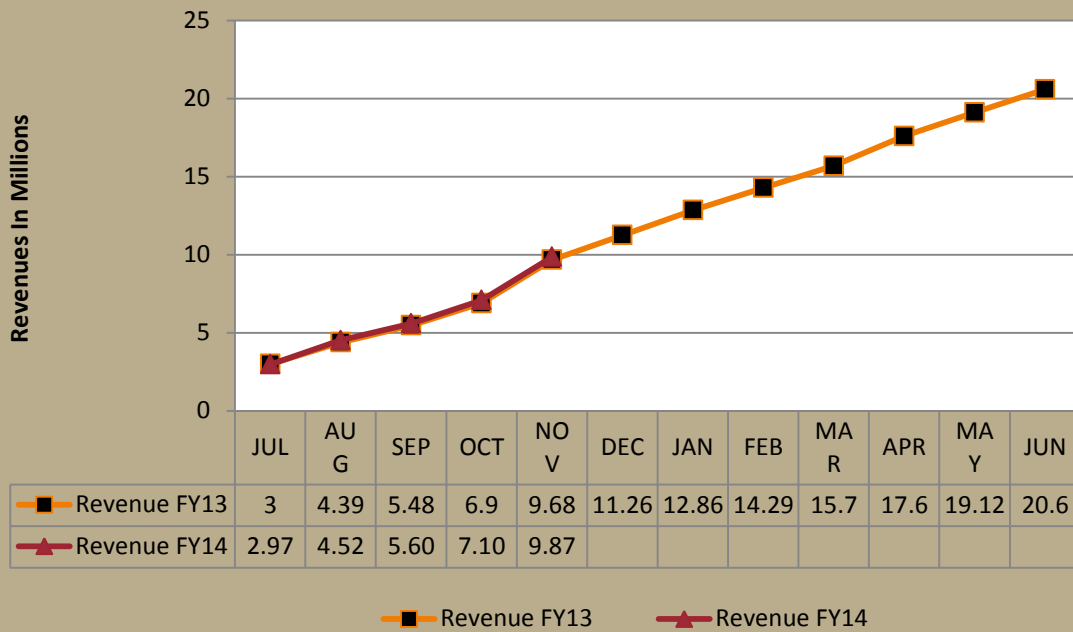
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

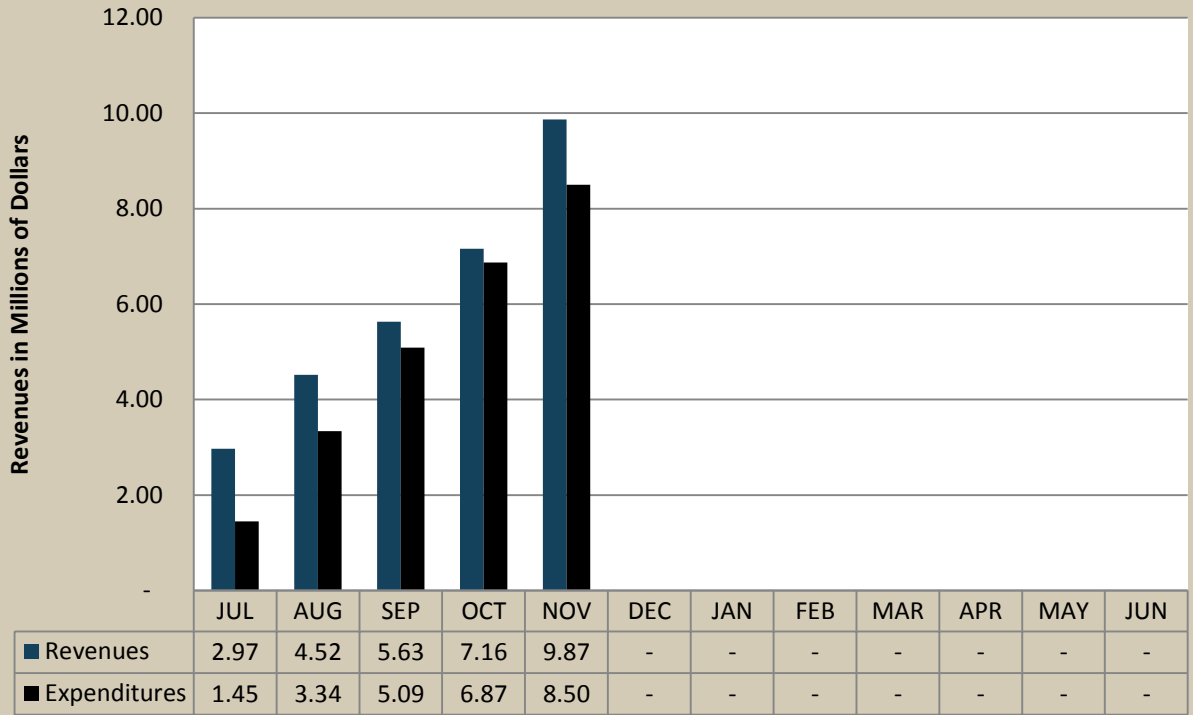
**South Florida State College
Fund 1 Student Fee Revenue, FY 13 vs FY 14**



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



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



South Florida State College
Revenues and Expenditures
For the Month Ended November 30, 2013

Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition Fees	\$ 4,422,762.00	\$ 3,026,199.65	\$ 1,396,562.35	68.42%
403XX	Non Resident Fees	119,314.00	109,422.72	9,891.28	91.71%
404XX	Laboratory Fees	337,000.00	293,412.84	43,587.16	87.07%
405XX	Application Fees	7,700.00	1,745.00	5,955.00	22.66%
406XX	Graduation Fees	17,500.00	3,341.00	14,159.00	19.09%
40700	Transcript Fee	9,000.00	3,690.00	5,310.00	41.00%
408XX	Technology Fees	190,000.00	136,916.55	53,083.45	72.06%
409XX	Other Student Fees	64,050.00	33,980.52	30,069.48	53.05%
41600	Grants and Contracts from Counties	17,504.00	17,504.00	-	100.00%
42110	FCSPF-General Revenue	12,805,796.00	5,337,657.00	7,468,139.00	41.68%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	2,930,825.00	651,294.00	2,279,531.00	22.22%
42900	Indirect Cost Recovered - State	3,000.00	-	3,000.00	0.00%
43900	Indirect Costs Recovered - Federal	90,000.00	19,549.21	70,450.79	21.72%
44100	Cash Contributions	8,700.00	11,102.00	(2,402.00)	127.61%
46400	Use of College Facilities	83,000.00	24,064.80	58,935.20	28.99%
46401	Rental - Tri-County Human Svcs	138,902.00	57,875.95	81,026.05	41.67%
466XX	Other Sales and Services	260,650.00	129,440.37	131,209.63	49.66%
48100	Interest and Dividends	7,500.00	2,682.65	4,817.35	35.77%
487XX	Fines and Penalties	3,650.00	1,572.10	2,077.90	43.07%
49XXX	Transfers and Other Revenue	166,650.00	10,252.22	156,397.78	6.15%
Total Revenues		\$ 21,685,653.00	\$ 9,871,702.58	\$ 11,813,950.42	45.52%
51XXX	Management	\$ 1,820,478.50	\$ 772,005.32	\$ 1,048,473.18	42.41%
52XXX	Instruction	4,521,494.00	1,584,796.85	2,936,697.15	35.05%
53XXX	Other Professional	2,730,148.50	1,130,951.29	1,599,197.21	41.42%
54XXX	Career Staff	2,703,251.70	1,111,622.96	1,591,628.74	41.12%
56XXX	Other Personnel Services-Instructional	931,200.00	259,306.15	671,893.85	27.85%
57XXX	Other Professional-Tech/Clerical/Trade	111,082.00	37,580.78	73,501.22	33.83%
58000	Student Employment -Inst Work Study	25,000.00	4,303.98	20,696.02	17.22%
58500	Employees Awards	4,500.00	-	4,500.00	0.00%
59XXX	Benefits	3,798,846.00	1,346,852.72	2,451,993.28	35.45%
Total Personnel		\$ 16,646,000.70	\$ 6,247,420.05	\$ 10,398,580.65	37.53%
605XX	Travel	\$ 276,141.00	\$ 98,459.87	\$ 177,681.13	35.66%
61000	Freight and Postage	36,715.00	24,163.89	12,551.11	65.81%
61500	Telecommunications	142,000.00	18,685.00	123,315.00	13.16%
62000	Printing	70,510.00	17,249.18	53,260.82	24.46%
625XX	Repairs and Maintenance	933,798.00	565,009.15	368,788.85	60.51%
63000	Rentals	181,989.00	68,382.05	113,606.95	37.57%
63500	Insurance	396,400.00	226,884.88	169,515.12	57.24%
640XX	Utilities	1,403,150.00	540,008.28	863,141.72	38.49%
645XX	Other Services	476,205.00	222,182.77	254,022.23	46.66%
64700	Grant Aid	4,000.00	1,684.00	2,316.00	42.10%
650XX	Professional Fees	160,200.00	24,436.00	135,764.00	15.25%
655XX	Education Office/Dept Material Supp	434,921.00	199,224.50	235,696.50	45.81%
657XX	Data Software - Non-Capitalized	28,075.00	15,890.98	12,184.02	56.60%
66000	Maint/Construction Material/Supp	289,250.00	104,602.72	184,647.28	36.16%
665XX	Other Materials and Supplies	114,596.00	38,490.66	76,105.34	33.59%
670XX	Subscriptions/Library Books	37,500.00	21,782.95	15,717.05	58.09%
67500	Purchases for Resale	61,805.00	18,330.83	43,474.17	29.66%
680XX	Scholarships	117,500.00	24,818.16	92,681.84	21.12%
69XXX	Transfers and Other Expenses	80,000.00	14,843.46	65,156.54	18.55%
Total Current Expenses		\$ 5,244,755.00	\$ 2,245,129.33	\$ 2,999,625.67	42.81%
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%