



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

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

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

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of July 23, 2014 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of July 23, 2014 as presented.

AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
JULY 23, 2014
6:00 P.M.

- 1.0 Call to Order and Preliminary Matters
 - 1.1 Adoption of Agenda
 - 1.2 Approval of Minutes
 - 1.2.1 Regular Meeting – June 25, 2014
 - 1.3 Reorganization of the Board
 - 1.4 Adoption of 2014-2015 Meeting Schedule and Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Lease Agreement – Florida Department of Agriculture
 - 5.2.2 Service Agreement – Ave Maria University Preparatory School
 - 5.3 Grant Applications
 - 5.3.1 Adults with Disabilities - \$170,000
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Payment Summary
 - 5.4.2 Addition to Customer Billing List
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
 - 7.2 Adult High School Program
- 8.0 Purchasing and Other Action Items
 - 8.1 Grant Application – Citrus Greening Proposal
- 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

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – JUNE 25, 2014

It is recommended that the minutes of the regular meeting held June 25, 2014 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the June 25, 2014 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 25, 2014**

Members Present: Mr. Tim Backer
Mr. Derren Bryan
Mrs. Tami Cullens
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 Excused: Dr. Louis Kirschner

Staff Present: Ms. Annie Alexander-Harvey Mr. Don Appelquist Mr. Kevin Brown
Mrs. Tammy Bush Mrs. Teresa Crawford Mrs. Susie Hale
Mrs. Deborah Latter Mr. Glenn Little Dr. Mike McLeod
Dr. Leana Revell Mrs. Becky Sroda Dr. Chris van der Kaay
Mrs. June Weyrauch Dr. Deborah Fuschetti

Others Present: Mr. William (Pep) Hutchinson, Resident of Highlands County

CALL TO ORDER

At 6:04 p.m., the regular meeting of the District Board of Trustees was called to order at the Hardee Campus by Board Chair, Mr. Joe Wright.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Cullens made a motion, seconded by Mr. Bryan, to adopt the agenda of the regular meeting held June 25, 2014 as recommended. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Budget Workshop Minutes

Mr. Lambert made a motion, seconded by Mrs. Cullens, to approve the minutes of the budget workshop held May 28, 2014. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held May 28, 2014. Those voting

in favor of the motion were Mr. Backer, Mr. Byran, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Proposed 2014-2015 Meeting Schedule and Review of Agenda Master Calendar

The proposed 2014-2015 meeting schedule was brought for review. This schedule of meetings will be brought back to the July 23 DBOT meeting, with any recommended changes, for consideration. The agenda master calendar was also reviewed with no changes. **(EXHIBIT "A")**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 Employee Retirement Recognition

Mrs. Puckorius made a motion, seconded by Mr. Backer, to recognize the retirement of Annie Alexander-Harvey, effective June 30, 2014. Ms.

Alexander-Harvey was presented with a certificate of Dean Emerita for her 17 years of service. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote. (EXHIBIT "B")**

3.0 PUBLIC COMMENT

Mr. William (Pep) Hutchinson, a resident of Highlands County, asked to come before the Trustees to speak about the college's Career Academy and dual enrollment. He stated that both are great offerings to the students of Highlands County and hoped the college would continue to get more students involved.

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, full-time professional staff; full-time faculty; reappointments, full-time faculty 2014-15; full-time professional staff 2014-15; full-time career staff 2014-15; and adjunct faculty 2013-14, academic year as needed.

(EXHIBIT "C")

5.2 Agreement and Contracts

5.2.1 Approved entering into annual dual enrollment agreements with schools and school districts for the 2014-2015 academic year as presented.

(EXHIBIT "D")

5.2.2 Approved the renewal of a training agreement with CareerSource Heartland as presented. **(EXHIBIT "E")**

5.2.3 Approved the renewal of a training agreement with CareerSource Polk as presented. **(EXHIBIT "F")**

5.2.4 Approved the renewal of a lease agreement with Tri-County Human Services, Inc. as presented. **(EXHIBIT "G")**

5.3 Grant Applications

5.3.1 Mosquito Control Research

FL Dept of Agriculture and Consumer Services
General Inspection Trust Fund

\$25,000.00

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register and summary through May 2014. **(EXHIBIT "H")**

5.4.2 Customer Billing List

Approved the addition of the Boys and Girls Club of Highlands County to the college's customer billing list. **(EXHIBIT "I")**

5.4.3 Donation

Approved the donation of an automobile title for a 2008 Ford Crown Victoria, valued at \$6,000.00 to SFSC's Auto Mechanics Program at the DeSoto Campus.

5.4.4 Uncollectible Debt

Approved a request to write off uncollectible debt in the amount of \$46,525.48. **(EXHIBIT "J")**

Mrs. Cullens made a motion, seconded by Mr. Lambert, to approve the Consent Agenda, Items 5.1 through 5.4.4 as presented. Mr. Bryan disclosed that he serves on the CareerSource Heartland Board (Item 5.2.2). Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Revell introduced curriculum proposals. **(EXHIBIT "K")**

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

7.2 Fee Proposals

Dr. Revell introduced fee proposals. **(EXHIBIT "L")**

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Capital Improvement Program

Approved the Capital Improvement Program plans for 2015-16 through 2019-20 and submission to the Division of Florida Colleges as presented. **(EXHIBIT "M")**

Mrs. Rider made a motion, seconded by Mr. Bryan, to approve the Capital Improvement Program plans for 2015-16 through 2019-20 and submission to the Division of Florida Colleges as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

9.0 REPORTS

9.1 Facilities

No report was presented.

9.2 Resource Development

Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$20,250.75** from May 13, 2014 through June 10, 2014.

Mr. Appelquist distributed information regarding MOFAC's Exhibit Schedule and sponsorships available for 2014-15. He also shared that the South Florida State College TSIC program is one of many in the state. Some serve one county, some serve multiple counties. We of course, serve three: DeSoto, Hardee, and Highlands. There also exists a parent organization (a state-wide TSIC program) that assists the local programs with materials and provides limited funding for program management. The funding is a legislative appropriation and is allocated to the local agencies based upon a rating system called the "balanced scorecard." This year our program received the highest rating – Gold Level – because we exceeded the recommended target levels on 12 of 15 performance indicators. We met the targets on the other 3. I bring this to you as a means of acknowledging and giving credit to the great work of our program coordinator, Irene Castanon. More than anyone else her diligent work and dedication to success are responsible for the quality and success of our program. Irene is a hard worker, she loves Take Stock in Children, she loves the kids, and she loves our college.

9.3 Financial Report

Financial graphs and a summary of revenue and expenditures through the month of April 2014 were presented as information items. Mr. Little reported that the college should end the year with a fund balance between 9.5% and 9.8%. The final number should be available July 15-18. He thanked program managers and staff for their efforts. **(EXHIBIT "N")**

9.4 President's Report

1. Dr. Leitzel thanked Mrs. Crawford for the use of the conference room for the meeting. He stated that he and Mr. Little recently toured the campuses to review signage and shared that staff was busy assisting students.
2. Dr. Leitzel stated that an accreditation site visit by CoAEMSP (Committee on Accreditation for the Emergency Medical Services Professions) will take place on

3. June 30 and July 1 on the Highlands Campus. Mr. Brown stated that Mrs. Sroda and Mr. Steve Ashworth have worked hard and feels it will go well and thanked Mr. Little and the maintenance staff for their assistance with the site visit and Building P renovations. Mrs. Sroda stated that she is very prepared.
4. Dr. Leitzel shared information regarding the promotional campaign's new concept: Experience Orange from Orange Revolution. He thanked Mr. Lambert for his suggestion of the word – Experience. Dr. Leitzel stated that material is now in the process of being developed.
5. Dr. Leitzel shared a photo of SFSC employee, Mr. Dan West, receiving a Professor Emeritus certificate on June 18, his last date of employment at the college. He has been with the college for 10 years as an instructor, Auto Collision and Repair.
6. Dr. Leitzel reported that summer enrollment is up approximately 6% from last year and that the 2 new Bachelor programs will likely reach capacity in the fall.
7. Dr. Leitzel reported that 12 out of 29 Hardee High School honor student graduates plan to attend SFSC.
8. Dr. Leitzel asked Mr. Brown to give an update on the Farm Bill. Mr. Brown stated that the preliminary application is due July 30. There are many people interested in the citrus greening project. Florida scientists are working together. The college has good academic and growing partnerships and we are finalizing goals and the purpose statement. The application due date is September 29.
9. Dr. Leitzel explained the possibility of Subway opening a store in the cafeteria on the Highlands Campus. He thanked Mrs. Cullens for introducing Mr. Lou Carter, a local franchise holder, to us. Mr. Little then shared the project details.
10. Dr. Leitzel shared a draft photo of the directional signage that will be placed at entrances along College Drive. He thanked Mr. Little for his work on the project.
11. Dr. Leitzel explained Turbovote, a project supported by the Florida College System designed to encourage students to become registered voters.
12. Dr. Leitzel stated that the Highlands County School Board has requested that the name of the Career Academy be changed and several options were discussed. The administration will continue to work with Highlands County officials to reach an agreed upon appropriate name.
13. Dr. Leitzel thanked the Trustees for the opportunity to work with them over the past year. His first year anniversary with the college is July 1.

9.5 Board Attorney's Report

Mrs. Karlson stated no report, but shared that her son recently attended STEM Quest camp and thought it was wonderful.

9.6 Board Members' Reports

Mrs. Rider stated no report.

Mr. Bryan apologized the missing the May budget workshop and regular meeting. He also thanked Dr. Leitzel and Dr. Fuschetti for the opportunity the personally handout diplomas to two students he knew at the May 6 Commencement.

Mrs. Cullens stated that she recently had the opportunity to speak to the Trustees of Florida Southwestern State College. She also thanked Dr. Leitzel for his first year with SFSC and wished everyone a wonderful July 4th Holiday.

Mrs. Cullens asked the Trustees for approval to serve Mr. Dave Talley's (Southeastern Region) remaining term on the Association of Community College Trustees (ACCT) Board. **Mr. Lambert made a motion, seconded by Mr. Bryan, to approve Mrs. Cullens' request to serve Mr. Dave Talley's remaining term on the Association of Community College Trustees (ACCT) Board.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mr. Lambert thanked Dr. Leitzel for the good job he has done this past year and hopes he'll have many more years with the college.

Mr. Backer stated that it has been a good year.

Mrs. Puckorius shared that she had recently attended her first Nursing Pinning and stated that it was very heart-felt ceremony.

9.7 Board Chair Report

Mr. Wright was happy that Dr. Leitzel's first year with the college went smoothly.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 7:28 p.m.




OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REORGANIZATION OF THE BOARD

As stipulated in the State Board of Education Rules and SFSC District Board of Trustees Policy 2.02 (attached), each July the Board of Trustees holds an organization meeting in which Board officers are elected and the meeting schedule is adopted. The following items of business require your consideration:

1. Election of the Chair for 2014-2015
2. Election of the Vice Chair for 2014-2015
3. Election of the SFSC Foundation Liaison for 2014-2015

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

POLICY NO. 2.02

TITLE: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES

LEGAL AUTHORITY: FLORIDA CONSTITUTION
ARTICLE 1, SECTION 9 AND ARTICLE IV, SECTION 7
FLORIDA STATUTES: 1001.61-65, 112.313, 112.52
STATE BOARD OF EDUCATION RULE 6A-14.024

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

The South Florida State College (SFSC) District Board of Trustees is a body politic and corporate entity. The terms "District Board" or "Board" as used herein shall mean the SFCC District Board of Trustees, and its members.

The Board has been given the responsibility and authority to carry out all powers and perform all duties provided for in the Florida Statutes (FS) and the State Board of Education Rules but only when acting as a Board. No individual member or committee of the Board shall have the power to act on behalf of the Board, unless specifically and legally authorized to do so by action duly taken by the Board. In case of unusual circumstances, ad hoc committees of the Board will act on matters for which the committee is appointed, which action will be confirmed and approved at a regular Board meeting.

A. General:

The District Board shall consist of a certain number of members as required by appropriate governing law or rule.

The primary role of the Board is to establish policies that will allow the president to administer the college effectively and efficiently. The Board is the sole official policy making body of the college. The Board shall be responsible for determining which programs and services are needed to serve the educational needs of the district and for determining the effectiveness and efficiency of the programs and services in meeting those needs.

The president and administration are responsible for operating the college under those policies and programs and for advising the Board on such matters.

Members of the Board shall serve without compensation but shall be reimbursed for reasonable expenses incurred in connection with their service as members. Expenses of the members shall be reimbursed in accordance with policies and procedures established by the college.

To continually improve their knowledge of community colleges, Board members should commit themselves to attend conferences, seminars, and meetings that pertain to their responsibilities, duties, and powers.

Board members should maintain the highest levels of integrity in the performance of their duties. Accordingly, all members of the Board shall avoid any conflict of interest or appearance of impropriety. Any member who has direct or indirect interest in any matter presented to the District Board shall notify the chair of the Board of that potential conflict and shall not participate in any discussion, decision, vote, or proceedings of the District Board in connection with that matter.

The members of the Board shall be covered under the college's indemnity insurance policies, to indemnify and protect the Trustees when damages are sought for alleged negligent or wrongful acts while acting in their capacity as members of the Board.

B. Meetings:

Regular meetings: Regular meetings of the Board shall be held in accordance with a schedule determined by the Board at its annual organizational meeting or as necessary to exercise their power and perform their duties. Notice of each regular meeting will be published in accordance with Florida Statutes.

Organizational meetings: The Board shall organize itself at the beginning of each fiscal year to select a chair, a vice chair, and other officers as deemed necessary, and to establish the dates, times, and location for its regular meetings.

Special or emergency meetings: Special or emergency meetings of the District Board may be called by the chair or by a majority of the members of the Board. Notice of special or emergency meetings will be made in accordance with Florida Statutes. No business shall be conducted or transacted in special or emergency meetings other than that which pertains to the purpose of the special or emergency meetings as set forth in the notice.

Conduct of District Board meetings: Except as may be otherwise provided by Board policy, the conduct of the meetings shall be governed by *Roberts Rules of Order*.

A majority of the voting members of the Board shall constitute a quorum. The voting method shall be determined at the discretion of the Board chair.

Except in an emergency as determined by the chair, the Board takes official action only on items which appear on the regular agenda. The agenda may be modified by a majority of the Board members present. The agenda may include a consent agenda with a variety of issues designed for one Board motion and vote. Upon request of any Board member, any issue may be removed from the consent agenda.

An individual or group may present an item for consideration by submitting the item in writing to the President's Office before noon, 14 days prior to a Board meeting, or at a time designated by the president. The Board chair may choose to recognize

individuals or groups for public comment at such times designated on the approved agenda.

The District Board approves, disapproves, tables, or refers specific recommendations of the District Board to the president.

Complete and accurate minutes of each meeting shall be maintained in an official book to be located in the President's Office.

C. Election of Board officers:

The Board officers elected by and from the Board of Trustees shall be a chairperson, a vice chairperson, and such other Board officers as may be determined by the Board. The Board officers shall be elected annually during the annual organizational meeting, or whenever a vacancy occurs, and at such other times as decided by the Board. Each Board officer shall hold office until the next annual organizational meeting or until a successor has been elected.

Unless otherwise determined by the Board, the vice chairperson will assume the office of the chairperson whenever the term of the chairperson ends or a vacancy occurs, but only if the current vice chairperson is willing and able to assume the office of chairperson. Unless otherwise decided by the Board, a new vice chairperson will then be elected. To allow each Board member an opportunity to serve as a Board officer, it shall be the practice to elect a vice chairperson who has been a member of the Board for the longest period of time without serving as a chairperson.

Any officer of the Board of Trustees may be removed from office by a majority vote of the Board members present during any regular meeting in which a quorum is present, or during a special meeting called for that purpose in which a quorum is present.

D. Legal services to the Board:

The Board may appoint an attorney who is not a member of the Board to serve at the pleasure of the Board. The attorney shall render legal opinions, represent the Board in legal proceedings, review and prepare legal documents, and attend meetings of the Board. The attorney shall call the Board's attention to any action or proposed action which is contrary to federal, state, or local laws, or to the policies of the college, or to contracts between the college and any persons, association, corporation, or governmental entity.

E. Appointment, suspension, and removal of Board members:

Members of the District Board of Trustees of SFSC are appointed by the Governor of Florida and confirmed by the Senate in regular session FS 1001.61 (2). The suspension and removal of a member of the District Board of Trustees of a Florida community college is governed by the procedures set forth in Article IV, Section 7 of the Florida Constitution and Title X, Chapter

112, Section 52, and Title XLVIII, Section 1001.61 (4) of the FS. Causes for suspension or removal are outlined in these provisions and due process is afforded the affected trustees as defined in the Florida Constitution Article I, Section 9.

HISTORY: Last Reviewed 6/27/12

Issued by District Board of Trustees: 8/10/84

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

Revised: 8/20/87, 11/28/01, 12/10/08, 4/28/10




OFFICE OF THE PRESIDENT

Item 1.4

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MEETING SCHEDULE AND REVIEW OF AGENDA MASTER CALENDAR

Action Item:

The schedule of meetings for the 2014-2015 academic year located on the following page is recommended for your consideration.

Information:

The Annual Board of Trustees Calendar identifies the activities, meetings, and issues directly affecting the Board throughout the year. Please review the calendar on page 19 and identify any additional items that should be listed, or any changes that might be necessary.

SUGGESTED MOTION:

Move to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2014 -2015 academic year as presented.

NOTICE OF MEETING DATES (PROPOSED)
SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES

The regular monthly meetings, planning workshop, and budget workshop of the South Florida State College District Board of Trustees will be held, with the general public invited, as listed below:

Wednesday, August 27, 2014	Board Meeting – 6:00 p.m.	DeSoto Campus, 2251 NE Turner Ave., Arcadia, FL
Wednesday, October 1, 2014	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, November 5, 2014	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, December 10, 2014	Planning Workshop – 4:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, December 10, 2014	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, January 28, 2015	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, February 25, 2015	Board Meeting – 6:00 p.m.	Lake Placid Center, 500 Interlake Blvd., Lake Placid, FL
Wednesday, March 25, 2015	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, April 22, 2015	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, May 27, 2015	Budget Workshop – 4:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, May 27, 2015	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, June 24, 2015	Board Meeting – 6:00 p.m.	Hardee Campus, 2968 US Hwy 17 N, Bowling Green, FL
Wednesday, July 22, 2015	Board Meeting – 6:00 p.m.	Highlands Campus, 600 W. College Dr., Avon Park, FL

General Subject Matter to Be Considered: Items of interest to the District Board of Trustees, including but not limited to, personnel matters, policy matters, business affairs, academic and student affairs, curriculum, grants, agreements, purchasing/construction, fee changes, monthly financial report, and other routine business. A copy of the Agenda may be obtained by contacting the President's office at (863) 784-7110.

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE DISTRICT BOARD OF TRUSTEES WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, THAT PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

District Board of Trustees Agenda Master Calendar

AUGUST 2014	SEPTEMBER 2014	OCTOBER 2014
<p>27 *Board Meeting, 6 PM DeSoto Campus</p>	<p>25-26 AFC Trustees Annual Meeting, Jacksonville, FL</p>	<p>1 *Board Meeting, 6 PM Highlands Campus</p> <p>22-25 ACCT Leadership Congress, Chicago, IL</p> <p>29-31 Annual AFC Convention Destin, FL</p>
NOVEMBER 2014	DECEMBER 2014	JANUARY 2015
<p>5 *Board Meeting, 6 PM Highlands Campus</p>	<p>1 Jacaranda Jubilee, SFSC Foundation, 6:30 PM</p> <p>10 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM, Highlands Campus</p> <p>11 SFSC Foundation Christmas Luncheon, 12PM Jacaranda Hotel</p> <p>18 SFSC Commencement</p>	<p>28 *Board Meeting, 6 PM Highlands Campus</p>
FEBRUARY 2015	MARCH 2015	APRIL 2015
<p>2-3 Trustees Legislative Conference</p> <p>9-12 ACCT Nat'l Legislative Summit Washington, DC</p> <p>25 *Board Meeting, 6 PM Lake Placid Center</p>	<p>25 *Board Meeting, 6 PM Highlands Campus</p>	<p>22 *Board Meeting, 6 PM Highlands Campus (Student Activities Presentation)</p>
MAY 2015	JUNE 2015	JULY 2015
<p>7 SFSC Commencement</p> <p>27 *Budget Workshop, 4 PM Followed by Board Meeting, 6 PM, Highlands Campus</p>	<p>24 *Board Meeting, 6PM Hardee Campus</p>	<p>22 *Board Meeting, 6 PM Highlands Campus</p>

*Tentative

2.0 Communications, Introductions, and Recognitions




OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Jose Rodriguez	Courier	Dean Jordan	05/12/14
Robin Southwell	Coordinator, Human Resources	Susan Hale	07/01/14
Timothy Wise	Dean, Student Services	Leana Revell	07/01/14

3.0 *Public Comment*

4.0 *Presentations*

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CONSENT AGENDA ACTION ITEMS

The following Consent Agenda is provided for your review. Any consent agenda item may be discussed or removed from the consent agenda at the request of any Board member. The actual agenda items with background information are provided in the related section of the Board Agenda. The following sections of the agenda are included in the Consent Agenda: Personnel Actions, Contracts/Agreements, Grant Applications and Operating Actions. Your consideration of the recommended action is appreciated.

SUGGESTED MOTION:

Move to approve the agenda items listed in the consent agenda.

	CONSENT AGENDA ACTION ITEMS	Page
5.1	Personnel Actions	27
5.2	Agreement and Contracts	
	5.2.1 Lease Agreement – Florida Department of Agriculture	34
	5.2.2 Service Agreement – Ave Maria University Preparatory School	35
5.3	Grant Applications	
	5.3.1 Adults with Disabilities - \$170,000.00	36
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	37
	5.4.2 Addition to Customer Billing List	39



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: PERSONNEL ACTIONS

It is recommended that the personnel items, as specified below, be approved:

I. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Olano, Ruel	End User Support Analyst	07/1/14
Gottus, Tina	Director, Xcel-IT Program *	07/14/14
Ivy, Curtis	Director, Criminal Justice Programs	07/14/14
Snipe Dyron	End User Support Analyst	07/15/14

*Grant-Funded Position

II. RESIGNATIONS/TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Johanna Johnston	Program Specialist, Agriculture Programs	07/03/14
Melanie Boulay	Resource Development Assistant	07/25/14

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Stalter, Nancy	ABE/GED/ESOL	II

IV. ADJUNCT FACULTY, 2014-15, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Adams, Nancy	Watercolor Painting	III
Aguilar, Alexander	ABE/GED/ESOL	III
Anderson, Christopher	Mining Safety	IV
Arce, Irma	ESOL	II
Arpasi, Whitney	Decorative Flowers	III
Ashworth, Lori	EMS Programs	IIIB
Backo, Autumn	English	II
Baguia, Maria	Nursing: ADN, PN	I
Bailes, Jessica	Nursing: BSN, ADN, PN, Nurse Assistant	II

Ball, Brandon A.	Criminal Justice/EMS Programs	II
Banks, Charles	A/C Technology/Appliance Repair	IIIB
Baque, Roseangely	FCCPC Observer/Intro to Childcare	IIIB
Barber, Cynthia	Fusible Applique' on Quilts	IV
Barkley, Patricia	Criminal Justice	I
Barrett, Cynthia	College Reach Out/Youth Programs	III
Bates, Christopher	Criminal Justice	IV
Bates, Donna	Aerobics	N/A
Beck, Sharon	English/Pre ACT Language Arts/Religion	II
Bell, Jefferson	Commercial Vehicle Driving	III
Biddle, Lance	Criminal Justice	IV
Bloom, Kay	Business Education	II
Bowden, William	Criminal Justice	IV
Bower, Ronald	Digital Photography	IV
Branch, Allen	Crim. Just./Anatomy & Physiology	II
Brooks, Joseph	Criminal Justice	IV
Brown, Martha	Nutrition	II
Brown, Melodie	ABE/GED/ESOL	II
Brown-Ulm, Autumm	ESOL/ABE/GED	III
Bubb, Gregory	Criminal Justice	III
Bueford, Sean	Criminal Justice	IV
Burke, M. Daniel	Criminal Justice	IV
Burnett, Brenda	Phlebotomy	IV
Burton, Helen	Adult Education	II
Bynes, Betty	Youth Programs	III
Bynes, Melvin	Developmental Mathematics	II
Cameron, Raymond	Religion	II
Campbell, Carolyn	Mathematics	IIA
Campbell, Christopher	EMS Programs	IIIB
Card, Marilyn	Psychology	II
Carlton-Eures, Virginia	Cosmetology	IV
Carr, Roger	Religion	II
Carter, Michael	English	II
Case, Roberta	Criminal Justice	IV
Caton, Patricia	Developmental Mathematics/Mathematics	II
Chess Jr., John	Criminal Justice	IIIB
Clanton, Deborah H.	Child Development & Education	II
Clayton II, Robert	EMS Programs	IV
Cohen, Jeremy	EMS Programs	IIIB
Collar, Allysun	ABE/GED/ESOL	III
Cornelius, Beverly	Education	II
Cornelius, Jeff	Business Mgmt & Supervision/Marketing	II
Crawford, Van I.	Electrical Distribution Technology	IIIB
Crawford, Vincent	ABE/GED/ESOL	III
Cristiansen, Maritza	Zumba	IV
Cwalinski, Deborah	Ballroom Dance	IV
Dabiesingh, Tara	College Algebra (Dual Enrollment)	II
Dale, Nancy	English and Oral Communications	I
Daley, Paulette	Youth Programs	III
Dawkins, Cynthia	Youth Programs	III
Day, Danielle	English	IIA
Dela Cruz, Maria	Nursing: ADN, PN, Nurse Assistant	II
Dellepere, Julianne	Early Childhood Education	III

Dick, Michele	Developmental Writing	III
Dolan, Sean	Youth Programs	II
Douglass, Christine	Nursing (Clinicals only)	III
Dowd, Norine	Dental Education	III
Durham, Michael	Criminal Justice/Law	I
Dutton, Carol	Business/Accounting	IA
Eason, John	Criminal Justice/CPR	IV
Edelson, Nona	English/Humanities	II
Edemidiong, Sunday	ABE/GED/ESOL	II
Eiland, Johnny	Auto Collision Repair and Refinishing	IV
Emanoilidis, George	General Psychology/Human Development	I
Engelhardt, Patricia	Psychology	IIA
Eriksen, Maria del Pilar	Conversational Spanish	IV
Evans, Ted	ABE/GED	II
Exendine, Catherine	Nursing	II
Factor, Lawrence	CPR	IV
Fanfan, Bernard	ABE/GED/ESOL	III
Fansler, James	Criminal Justice	IV
Farmer, Amanda	Developmental Writing/Pre SAT	III
Fellman, Robert	Mathematics	II
Ferrante, Joshua J.	EMS Programs	IIIB
Fishel, Robert	Tag Artists	IV
Fitch, Dustin	EMT/Paramedic	IIIB
Flores, Leticia	ABE/GED/ESOL	III
Ford, Clell J.	Ecology/Environmental Science	II
Ford, Irosnelly	ABE/GED/ESOL/First Year Experience	II
Fort, Thomas	Criminal Justice	IV
Foster, Teresa L.	Education	II
Frakes, Gary	Radiography	IV
Franks, Amy	ABE/GED/ESOL	II
Franze, Denise	Early Childhood Education	III
French, Rocio	ABE/GED/ESOL	II
Galloway, James K.	Developmental Mathematics	II
Garcia, Gilbert	Electrical Apprenticeship	III
Garver, Alice	Master Student (Dual Enrollment)	II
Giguere, Brian	Criminal Justice	IV
Gill, Esther	Humanities Survey/History	II
Gilliard, Thomas	Criminal Justice	IV
Gonzalez, Manuel	Criminal Justice	II
Goodman, Marilyn	Nursing: ADN, PN, Nurse Assistant	II
Gornto, Patricia	Summer Bridge Program	III
Gray, Yolanda	ABE/GED/ESOL	III
Grimison, Jody	Summer Bridge Program	III
Grinis, Beverly	Microcomputers	IIA
Grunden, Karin	Tai Chi	III
Gunter, Christopher	Criminal Justice	IV
Haines, Patrick A.	Developmental Math	II
Hall, Sara M.	Child Development & Education	II
Hamilton, William J.	Criminal Justice	IV
Hanks, Eric	EMS Programs	IIIB
Haralson Jr., Thomas	Business	II
Haralson, Thomas	Criminal Justice	IV
Harpe, Stacie	Developmental Mathematics	III

Harris, Michael	Criminal Justice	IV
Hash, Philip	Culinary Arts	IIIB
Hay, Jonathan	Economics	II
Hayles, Diana	Early Childhood Education	I
Haynes, Joyce	Medical Asst./Secretary (Career Academy)	III
Heim, Betty	Art	III
Henderson, William	ABE/GED/ESOL	III
Hernandez, David	Criminal Justice	IV
Hinkle, Kelly	EMS Programs	IV
Hipps, Christie	Youth Programs	II
Hodge, Robert C.	Electrical	IV
Hogan, Brett	EMS Programs	IIIB
Hoglund, Karl	Criminal Justice	II
Hollenberg, Patricia	Early Childhood Education	II
Holt, Joseph	Auto Collision Repair and Refinishing	IV
Hood, Sally	Accounting	II
Houseknecht, James	Mathematics	II
Huff, Jennifer	EMS Programs	IIIB
Hulbert, Mary	Pre SAT/Bridge-Study Skills	III
Hunt, Yvonne	Nursing: ADN, PN	II
Jahna, Penelope	Mathematics (Dual Enrollment)	II
Jeans, Frederic	ESOL	II
Jelinek, Julie Bess	English	II
Johns, Sheila C.	Math for Health Occupations	IIIB
Johnson, Grover	Elec. Apprenticeship/Com. Vehicle Driving	IV
Jones, Lois	College Reach Out/Youth Programs	II
Kelly, Edward	Automotive Service Technology	IV
Kirk, Jonathan	Network Support	IV
Klepser, Phyllis	ABE/GED/ESOL	II
Kogelschatz, Richard	Education	II
Kules, Patricia	Clogging	N/A
LaBelle, Randall	Criminal Justice	II
Lang, Anne M.	Child Development & Education	III
Languigne, Selwyn	Botany/Ag/Horticulture/Nursery Operations	II
Latham, Lyn H.	Computer Science/Secretarial/Business Ed	II
Lauren, Brittany	ABE/GED/ESOL	III
Lawrence, Ouida	Hand Quilting	IV
Lenihan, Elizabeth	Business Law	I
Lethbridge, Theresa	Nursing: ADN, PN	III
Lethbridge, Timothy	Criminal Justice	II
Leupold, Kenneth E.	English & Literature/Humanities	II
Lewis, Mary Ann	Education	I
Love, Amy	History	II
Lumpkin, Velma D.	Child Development & Education	III
Maddox, Kathryn	ABE/GED/ESOL/Developmental English	III
Mahler, Carol	English & Literature/Humanities/LLI	II
Marble, Joseph	Criminal Justice/CPR/First Aid	IV
Markel, Tanna	Drafting & Design	IIIB
Martin, Grace	Developmental Reading	II
Mattison, Jennifer	Business Workshops/Marketing	II
Mattson, Gordon	Lifetime Learners: Theatre, Cowboys	N/A
McCoy, Michael	Education	I
McDonald, Margaret	Nurs. Asst./Asst. Clin./Prac. Nurs. Prog.	IIIB

McGann, Sara	Phlebotomy	IV
McManus, Jennifer	EMS Programs	IIIB
McManus, Nathan	EMS Programs	IIIB
McWaters, Jodi	Dental Assisting	IV
Mejia, Maria L.	ESOL	III
Melvin, Elaine	Lap Swimming	IV
Mercurio, Frank	Criminal Justice	II
Merlo, Michelle	Child Development & Education	III
Milakovich, Sandy	Medical Terminology/Medical Coding	IV
Miller, Lawrence	American National Government	I
Miranda, MaryLynn	Medical Assisting	IV
Miriani, Denise	ABE/GED/ESOL/Driver Education	III
Montanez Jr., Pedro E.	ESOL	III
Moore, Anne	Humanities	II
Morcate, Gustavo E.	Fine & Applied Art	II
Morgan, Kathleen	Glass Painting/Woodworking	IV
Morris, Russell	Criminal Justice	IIIB
Morse, Michael	Criminal Justice	IV
Mosley, Jackson	Biological Sciences	II
Mosley, Sheryl	Education/Educator Preparation Institute	I
Musgrave, Rebecca	Psychology	II
Neale, Tamara Lazo	Criminal Justice	IV
Newton, Janice	Mathematics	IA
Nickisch, David	Developmental Mathematics	III
Noel, David	Business	II
Norton, Penney	Child Development & Education	II
Ogden, Thomas	Criminal Justice	III
Ortegon, Olga	ABE/GED/ESOL	III
Ortiz-Jiminez, Minerva	Driver Education	IV
Ouverson, Susan	Developmental Reading	II
Palmer, Jerri	Nursing	II
Parks, Sarah	Education	II
Patel, Minto	Biology	I
Pella, Karen	Education	II
Peralta, Javier	EMS Programs (CWE courses)	IV
Perez, Jesus	EMS Programs	III
Perry, Ronald	Criminal Justice	IIIB
Peterson, Keith	English	I
Pierre, Carole	Dental Education	IIIB
Pinnell, Gary	Developmental Writing/Journalism	II
Pinson, Mary E.	EPI/Education	II
Pollard, Vaden Shane	Criminal Justice	III
Porrata Jr., Orlando	Mining Safety	IV
Rancourt, Erielle	Political Science	II
Randall, Howard	ABE/GED/ESOL	III
Rebuck, Shirley	Education/Mathematics	II
Redman, Terry L.	Mathematics	IIA
Reese, Beth M.	Child Development/Education	III
Respress, Karla	Art	II
Revell, James	Humanities	II
Reynolds, Diane	Community Education - Sports	III
Riley, Jacob	Criminal Justice	IV
Riley, Kimberly	Agriculture/Horticulture	II

Rivera, Ashley	ESOL/ABE/GED/Business	II
Rivera, Gloria E	ABE/GED/ESOL	III
Rivera, Vidannys	ESOL	II
Roberts, Deborah	ABE/GED/ESOL	III
Roberts, Michele	Criminal Justice/Fitness	II
Roberts, Richard	Education/Microcomputer Systems	II
Rodriguez, Carlos	Nursery Operations	IV
Rodriguez, Claudia	ESOL, Spanish	II
Rodriguez, Ladonna	Floral Design	IV
Rodriguez, Luz	ESOL	IIA
Rodriguez, Susan	Nursery and Environmental Services	IV
Roth, Jeff	Management & Business Courses	II
Rouse, Kathleen	Personal Fitness	N/A
Salinas, Anavelia	ESOL	II
Salvo, Rino	Biological Sciences	I
Schneider, Mark	Criminal Justice	IV
Schrader, Mark	Criminal Justice	II
Schult, Stefan	ABE/GED	III
Schumacher, Rebecca	Nursing: ADN, PN, Nurse Assistant	III
Schwarze, Jason	Mathematics	II
Seda, Charlene	ABE/GED/ESOL	I
Serafino, Sonia	Creative Writing	IV
Seusy, Paul B.	Business	I
Sharp, John	Youth Programs/Student Development	II
Shayman, Linda	English/Humanities	II
Shiver, Martha	Reading/Summer Bridge Program	II
Simmonds, Effie	Education/Adult Education	I
Simmons, Donald	Driver Education	IV
Smith, Anna L.	ABE/GED/ESOL	II
Smith, Detrice J.	ABE/GED	II
Smith, Gregory	CPR/First Aid	III
Smith, Kimberly Ann	Dev. Mathematics/Math of Finance	III
Smith, Rodger	Psychology	I
Smutnick, Laura	Physical Science/GED/ABE	IIA
Sowers, Lana	Child Development & Education	IIIB
Spencer, Robert	Criminal Justice	IV
Spires, James	Criminal Justice	IV
Spivey, Reginald	Mining Safety	IV
Stalter, Tracey	Criminal Justice	III
Stanphill, Archie	Electrical Apprenticeship	III
Starling, Ariel	Cosmetology	IV
Stewart, David	Criminal Justice	IV
Straub, Raymond	Photography	III
Strickland, Rosemarie	Child Development	II
Stubbs, Davis B.	Youth Programs	III
Swearingen, Richard	Beginning Sign Language	IV
Szeligo, John	Education/History	IA
Tarnowski, Marilyn	English & Literature/Humanities	II
Taylor, Larry P.	EMS Programs	II
Temple, Cheryl	English/Humanities	II
Thomas, Melody	English	II
Thorley, Frank	Smart Phone Technology	II
Tippie, Therese (Terra)	Dental Assisting	III

Tomblin, Jessica	Med./Admin. Sec. Prog (Lab components)	IV
Tooley, Janet	ABE/GED/ESOL	III
True IV, Charles	EMS Programs	IIIB
Vance, Nancy	Nursing (Clinicals and PN)	III
Wade, Laura	Theatre Institute/ABE/GED/ESOL	III
Ward, David	Law/Criminal Justice	I
Waters, Jerry C.	Biological Sciences	II
Watts, Michael	Martial Arts	IV
White, Teresa	Youth Programs	II
White, Tonina	Management and Supervision	I
Wilkie, Margaret	Political Science	II
Williams, Jesslin	Youth Programs	I
Williams, Michael G.	Electronics	IV
Williams, Timothy K.	ABE/GED/ESOL	II
Williamson, Darrell	Electrical Distribution Technology	IV
Wilson, Ashanti	ABE/GED/ESOL/Master Student/FYE	II
Wise, Bernadette	ABE/GED/ESOL	II
Woods, Dustin	ESOL/ABE/GED	II
Word, Shelly	Political Science	IIA
Wright, Jerry L.	Education	II
Wyse, Bruce	English & Literature/Humanities	II

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: LEASE AGREEMENT – FLORIDA DEPARTMENT OF AGRICULTURE

Approval is requested to renew a lease agreement between South Florida State College and the Florida Department of Agriculture for the rental of Room 103 at the SFSC Public Safety building. This is a renewal of the current lease for five (5) years at a rate of \$475.20 per month and represents a 3% increase in rent.

SUGGESTED MOTION:

Move to approve the renewal of a lease agreement with the Florida Department of Agriculture as presented.



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SERVICE AGREEMENT – AVE MARIA UNIVERSITY PREPARATORY
SCHOOL

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

SUGGESTED MOTION:

Move to approve entry into agreements with Ave Maria University Preparatory School as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – ADULTS WITH DISABILITIES

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

Title: **Adults with Disabilities**
Source: Florida Department of Education, Div. of Vocational Rehabilitation
Amount: \$170,000
Description: This grant program provides local adults with disabilities and senior citizens the opportunities to enhance their independent living skills and engage in lifelong learning and personal enrichment activities.

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: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL PAYMENT SUMMARY

The law requires that warrants be approved and made available for review. Detailed information on all disbursements for June 2014 is summarized below and is available at any time in the College Business Office.

SUGGESTED MOTION:

Move to approve the monthly accounts payable/monthly payroll check register as presented.

Accounts Payable:								
	2013/2014 Checks		2013/2014 Electronic Payments		2013/2014 P-Card		2013/2014 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	482	\$496,264.26	144	\$830,389.21	353	\$164,048.75	979	\$1,490,702.22
Aug	269	263,023.82	280	1,079,241.59	470	262,269.91	1019	\$1,604,535.32
Sept	274	421,484.09	243	654,310.86	575	205,769.15	1092	\$1,281,564.10
Oct	1736	1,880,961.61	362	1,298,038.52	559	201,925.33	2657	\$3,380,925.46
Nov	420	467,434.47	252	813,428.33	676	242,049.44	1348	\$1,522,912.24
Dec	278	292,128.44	205	881,045.79	578	177,888.47	1061	\$1,351,062.70
Jan	411	424,306.76	286	393,999.53	400	140,410.54	1097	\$958,716.83
Feb	1625	1,809,761.26	313	1,221,536.52	479	177,017.77	2417	\$3,208,315.55
March	283	508,980.97	272	1,098,893.44	574	219,042.15	1129	\$1,826,916.56
April	444	367,207.37	362	878,205.68	431	159,880.94	1237	\$1,405,293.99
May	260	295,127.94	156	1,002,902.00	720	276,620.20	1136	\$1,574,650.14
June	810	577,243.84	199	929,155.36	495	187,017.87	1504	\$1,693,417.07
Totals	7292	\$7,803,924.83	3074	\$11,081,146.83	6310	\$2,413,940.52	16676	\$21,299,012.18

Payroll:								
	2013/2014 Checks		2013/2014 Electronic Payments		2013/2014 P-Card		2013/2014 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	45	\$40,227.64	474	\$831,790.63			519	\$872,018.27
Aug	26	48,386.72	366	799,710.94			392	848,097.66
Sept	31	30,424.84	403	793,741.48			434	824,166.32
Oct	25	37,565.91	433	844,149.18			458	881,715.09
Nov	43	40,210.88	444	842,054.51			487	882,265.39
Dec	35	47,611.17	451	881,175.09			486	928,786.26
Jan	37	45,244.54	441	833,574.13			478	878,818.67
Feb	35	45,849.73	426	826,860.70			461	872,710.43
March	47	42,335.58	438	841,883.18			485	884,218.76
April	34	42,193.38	442	874,211.68			476	916,405.06
May	38	55,473.12	446	869,826.87			484	925,299.99
June	29	45,631.50	395	837,930.67			424	883,562.17
Totals	425	\$521,155.01	5159	\$10,076,909.06			5584	\$10,598,064.07

Accounts Payable:						
	2012/2013			2013/2014		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	699	\$1,248,137.18	\$ 1,248,137.18	979	\$1,490,702.22	\$ 1,490,702.22
August	860	1,664,384.86	2,912,522.04	1,019	1,604,535.32	\$ 3,095,237.54
September	1,081	1,184,896.82	4,097,418.86	1,092	1,281,564.10	\$ 4,376,801.64
October	2,788	3,121,266.46	7,218,685.32	2,657	3,380,925.46	\$ 7,757,727.10
November	1,293	1,159,106.44	8,377,791.76	1,348	1,522,912.24	\$ 9,280,639.34
December	1,021	1,328,652.61	9,706,444.37	1,061	1,351,062.70	\$ 10,631,702.04
January	1,058	942,155.17	10,648,599.54	1,097	958,716.83	\$ 11,590,418.87
February	2,446	3,267,707.96	13,916,307.50	2,417	3,208,315.55	\$ 14,798,734.42
March	1,197	1,441,875.37	15,358,182.87	1,129	1,826,916.56	\$ 16,625,650.98
April	1,059	1,336,395.21	16,694,578.08	1,237	1,405,293.99	\$ 18,030,944.97
May	1,043	1,452,652.31	18,147,230.39	1,136	1,574,650.14	\$ 19,605,595.11
June	1,200	1,584,718.52	19,731,948.91	1,504	1,693,417.07	\$ 21,299,012.18
Totals	15,745	\$19,731,948.91		16,676	\$21,299,012.18	

Payroll:						
	2012/2013			2013/2014		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	527	\$874,217.16	\$874,217.16	519	\$872,018.27	\$872,018.27
August	419	849,902.34	1,724,119.50	392	848,097.66	\$1,720,115.93
September	408	830,083.03	2,554,202.53	434	824,166.32	\$2,544,282.25
October	454	889,410.81	3,443,613.34	458	881,715.09	\$3,425,997.34
November	483	901,596.73	4,345,210.07	487	882,265.39	\$4,308,262.73
December	501	947,971.94	5,293,182.01	486	928,786.26	\$5,237,048.99
January	461	843,750.83	6,136,932.84	478	878,818.67	\$6,115,867.66
February	476	856,261.35	6,993,194.19	461	872,710.43	\$6,988,578.09
March	498	861,595.38	7,854,789.57	485	884,218.76	\$7,872,796.85
April	471	878,477.14	8,733,266.71	476	916,405.06	\$8,789,201.91
May	479	891,413.35	9,624,680.06	484	925,299.99	\$9,714,501.90
June	432	908,505.27	\$ 10,533,185.33	424	883,562.17	\$10,598,064.07
Totals	5609	\$10,533,185.33		5584	\$10,598,064.07	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ADDITION TO CUSTOMER BILLING LIST

Approval is requested to add the following private schools to the college's list of approved customers for billing purposes:

- Walker Memorial Academy
- DeSoto Christian School
- Seminole Independent Private School
- Highlands University Preparatory School

South Florida State College will receive tuition for dual enrolled student(s).

SUGGESTED MOTION:

Move to approve the addition of Walker Memorial Academy, DeSoto Christian School, Seminole Independent Private School, and Highlands University Preparatory School to the college's customer billing list.

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

I. PROGRAM MODIFICATIONS

Modify following OC nursing program; align program with Florida Department of Education's requirements and Accreditation Commission for Education in Nursing's standards and criteria, effective Fall 2014 (201510):

Practical Nursing #3400 – OC

Revise program admission requirements

Remove DEP 1004 Human Development as program prerequisite

Delete PRN 0100 Maternal and Newborn Care Theory (48 cont. hrs.) from First Summer Flex Session

Delete PRN 0100L Maternal and Newborn Care Clinical (56 cont. hrs.) from First Summer Flex Session

Delete PRN 0110 Care of Children Theory (48 cont. hrs.) from First Summer Flex Session

Delete PRN 0110L Care of Children Clinical (56 cont. hrs.) from First Summer Flex Session

Change summer flex sessions to summer term

Add PRN 0120 Care of Childbearing Family/Community (100 cont. hrs.) to Summer Term

Add PRN 0120L Care of Childbearing Family/Community Clinical (60 cont. hrs.) to Summer Term

Change PRN 0001 Introduction to Nursing Theory contact hours from 140 to 135

Change PRN 0001L Introduction to Nursing Clinical contact hours from 150 to 255

Change PRN 0022 Body Structure and Function (Theory) contact hours from 64 to 60

Change PRN 0011 Vocational Adjustments II (Theory) contact hours from 20 to 30

Change PRN 0384L Medical-Surgical Nursing Clinical II contact hours from 130 to 120

Modify both AS nursing programs' admission requirement; remove MGF 1106 Liberal Arts Mathematics I as prerequisite course. Course no longer aligned with the programs' framework per Department of Education, effective Fall 2014 (201510):

Nursing (Generic-RN) #1550 – AS

Nursing (Transition-LPN to RN) #1560 – AS

II. **COURSE REVISIONS**

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

ENC 1101 Freshman English I/Honors – Change courses' prerequisite by adding state exemption option. Specific populations have been exempted from mandatory placement testing and developmental education according to Florida State Board of Education Rule 6A-10.0315.

MGF 1106 and MGF 1107 Liberal Arts Mathematics I and II – Remove courses' prerequisite of MAT 1033 Intermediate Algebra; course no longer required as a prerequisite in either liberal math course.

MAT 1033 Intermediate Algebra – Change course's prerequisite; according to State of Florida Department of Education, exempt students can enroll in Intermediate Algebra without satisfying the current MAT 0028C prerequisite and without taking a college placement test.

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DISCONTINUE ADULT HIGH SCHOOL PROGRAM

Approval is requested to discontinue the existing Adult High School program at South Florida State College. Over the past 10 years we have had declining numbers of students (recently 0-4 students each year) enrolled in the Adult High School program. The small numbers of students requesting an Adult High School option is in part due to easy availability to multiple programs such as dual enrollment, open access to Florida Virtual School and strong classroom and online GED programs.

SUGGESTED MOTION:

Move to approve discontinuing the existing Adult High School program at South Florida State College.

8.0 *Purchasing and Other Action Items*



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – CITRUS GREENING PROPOSAL

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

Title: **Citrus Greening Proposal**
Source: USDA, Specialty Crop Research Initiative, Pre-application
Amount: TBD
Description: This is a 6-page pre-application to be reviewed by an anonymous panel of citrus industry personnel. Our proposal addresses establishing a disease progression curve for HLB and using technology based applications to refine treatment protocol, evaluate effectiveness of the CHMA approach, and map pest pressure. Refined treatment protocol combined with more detailed data on the impact of the CHMA approach and ACP control will provide growers with a more cost-effective approach to maintaining crop yield and lowering production costs in the presence of HLB.

SUGGESTED MOTION:
Move to approve the submission and acceptance, if funded, of the described grant proposal.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: JULY 23, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: RESOURCE DEVELOPMENT REPORT

I. Grants Funded

Title: **National Farmworker Jobs Program**
Source: Florida Department of Education
Amount: \$267,475
Description: This continuing project provides a full range of education, training, and counseling for migrant and seasonal farmworkers in our tri-county service district. Its goal is to assist the participants with gaining economic self-sufficiency and finding meaningful employment with salaries above the minimum wage.

Title: **Student Support Services**
Source: US Department of Education - TriO
Amount: \$213,180
Description: This is the final year of funding in a five-year project focused on providing support services to low-income, first-generation in college, or otherwise disadvantaged students. Project services are tailored to this population of students in an effort to improve their retention, graduation, and transfer rates.

Title: **Resource Development Enhancement Initiative**
Source: US Department of Education - Title-III
Amount: \$400,000
Description: This is the final year of funding in a five year project focused on launching new technology platforms, a more robust grants development infrastructure, and a planned giving initiative.

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 June 2014 meeting of the College District Board of Trustees. The included dates are June 11, 2014 through July 8, 2014. The total amount being reported is **\$91,693.02**

South Florida State College Foundation, Inc					
Gift Summary Report -- 6/11/14 through 7/8/14					
Fund Description	Gift Count	Cash	Pledges	Other	Total
Unrestricted	29	\$1,475.50	\$0.00	\$0.00	\$1,475.50
Unrestricted Endowment	1	\$100.00	\$0.00	\$0.00	\$100.00
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	8	\$111.00	\$0.00	\$0.00	\$111.00
Joe Johnston/Bette McDearman Memor	1	\$20.00	\$0.00	\$0.00	\$20.00
Sebring Sunrise Rotary Scholarship	1	\$500.00	\$0.00	\$0.00	\$500.00
General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
SFSC Community Fund	9	\$76.00	\$0.00	\$0.00	\$76.00
SFSC Library Donations	3	\$35.00	\$0.00	\$0.00	\$35.00
Athletic Booster Club	2	\$15.00	\$0.00	\$0.00	\$15.00
Phi Theta Kappa	1	\$10.00	\$0.00	\$0.00	\$10.00
Dental Programs	2	\$120.00	\$0.00	\$0.00	\$120.00
MOFAC	2	\$7.50	\$0.00	\$0.00	\$7.50
Highlands County Bar Association	1	\$20.00	\$0.00	\$0.00	\$20.00
Rotary Club of Highlands County	1	\$2,500.00	\$0.00	\$0.00	\$2,500.00
The SFSC Artists Group	1	\$500.00	\$0.00	\$0.00	\$500.00
Theatre for the Perf Arts Cap Camp	1	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Title III Endowment	1	\$0.00	\$80,000.00	\$0.00	\$80,000.00
Norman L. Stephens Endowment	4	\$4,060.00	\$0.00	\$0.00	\$4,060.00
TSIC Scholarships	11	\$586.52	\$0.00	\$0.00	\$586.52
SFSC General Endowment Fund	1	\$25.00	\$0.00	\$0.00	\$25.00
Grand Totals:		\$11,693.02	\$80,000.00	\$0.00	\$91,693.02
82 Gift(s) listed					
71 Donor(s) listed					



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JULY 23, 2014

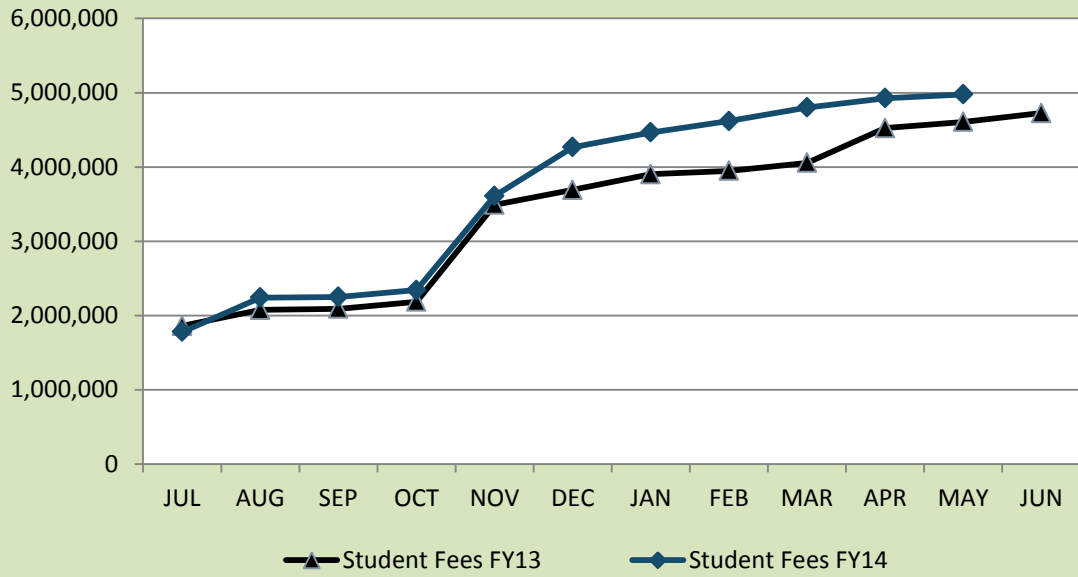
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

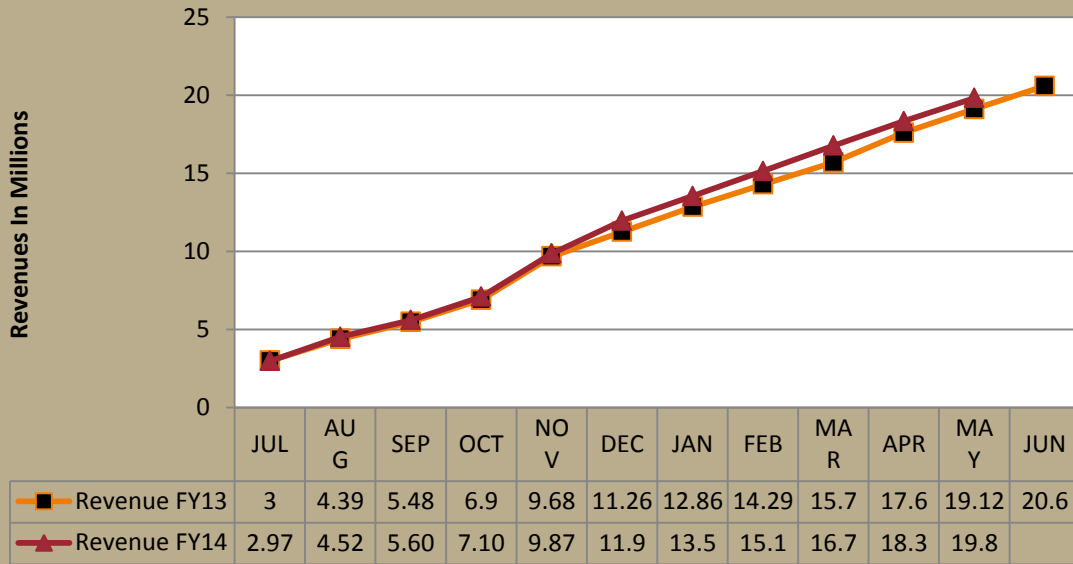
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – ***INFORMATION ITEM***

Attached are the graphs and summary of revenues and expenditures of the College through May 31, 2014.

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

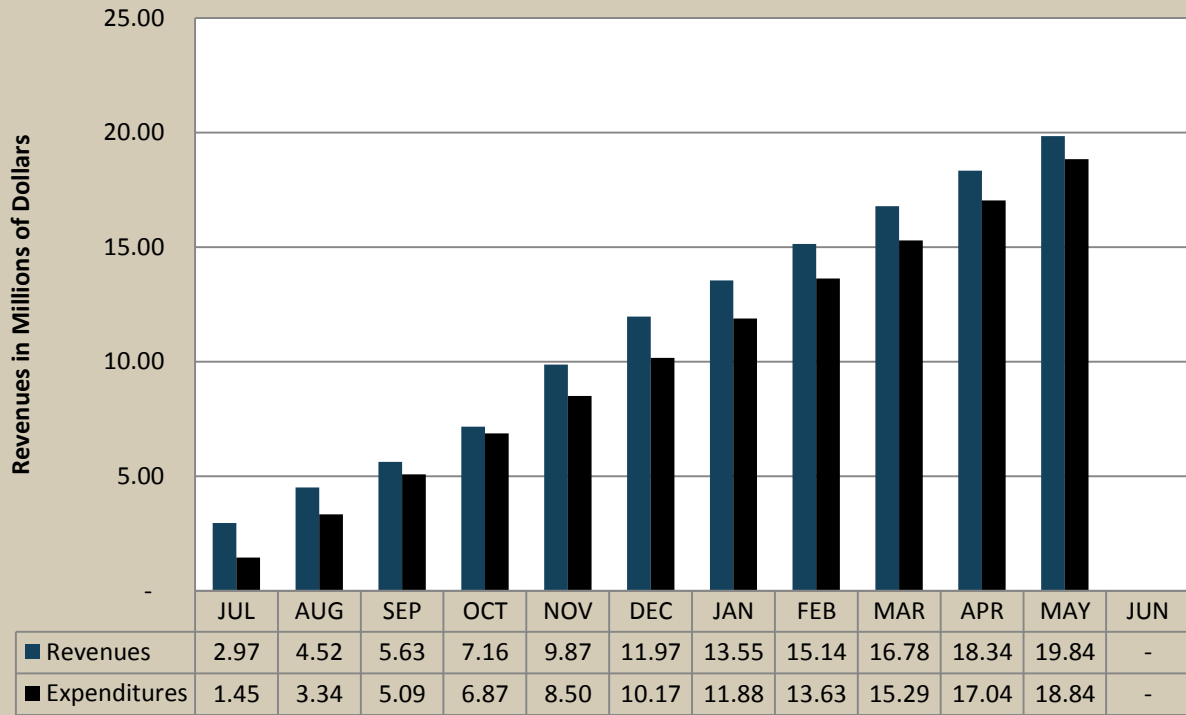


South Florida State College Fund 1 Total Revenue, FY 13 vs FY 14



■ 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 May 31, 2014					
Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition Fees	\$ 4,426,362.00	\$ 4,210,893.79	\$ 215,468.21	95.13%
403XX	Non Resident Fees	87,714.00	73,392.16	14,321.84	83.67%
404XX	Laboratory Fees	426,200.00	386,959.92	39,240.08	90.79%
405XX	Application Fees	22,400.00	20,745.00	1,655.00	92.61%
406XX	Graduation Fees	16,140.00	19,397.00	(3,257.00)	120.18%
40700	Transcript Fee	9,000.00	8,580.00	420.00	95.33%
408XX	Technology Fees	200,000.00	183,105.32	16,894.68	91.55%
409XX	Other Student Fees	60,600.00	74,927.04	(14,327.04)	123.64%
41600	Grants and Contracts from Counties	31,004.00	26,504.00	4,500.00	85.49%
42110	FCSPF-General Revenue	12,805,796.00	11,747,920.00	1,057,876.00	91.74%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	2,930,825.00	2,605,175.00	325,650.00	88.89%
42900	Indirect Cost Recovered - State	1,000.00	-	1,000.00	0.00%
43500	Federal Grants & Contracts	-	1,800.00	(1,800.00)	100.00%
43900	Indirect Costs Recovered - Federal	90,000.00	87,742.23	2,257.77	97.49%
44100	Cash Contributions	17,075.00	17,067.00	8.00	99.95%
44400	Private Grants and Contracts	1,364.00	1,364.11	(0.11)	100.01%
46400	Use of College Facilities	78,425.00	63,950.29	14,474.71	81.54%
466XX	Other Sales and Services	246,690.00	230,154.35	16,535.65	93.30%
48100	Interest and Dividends	6,500.00	5,650.04	849.96	86.92%
487XX	Fines and Penalties	4,250.00	2,828.35	1,421.65	66.55%
49XXX	Transfers and Other Revenue	100,535.00	68,438.43	32,096.57	68.07%
	Total Revenue	\$ 21,564,030.00	\$ 19,836,594.03	\$ 1,727,435.97	91.99%
51XXX	Management	\$ 1,823,807.00	\$ 1,717,346.40	\$ 106,460.60	94.16%
52XXX	Instruction	4,543,455.00	3,909,996.11	633,458.89	86.06%
53XXX	Other Professional	2,666,754.00	2,456,420.28	210,333.72	92.11%
54XXX	Career Staff	2,715,276.10	2,400,288.57	314,987.53	88.40%
56XXX	Other Personnel Services-Instructional	929,800.00	808,861.33	120,938.67	86.99%
57XXX	Other Professional-Tech/Clerical/Trade	111,182.00	88,154.37	23,027.63	79.29%
580XX	Student Employment-Work Study	25,000.00	16,582.44	8,417.56	66.33%
585XX	Employee Awards	4,500.00	4,261.00	239.00	94.69%
59XXX	Benefits	3,776,226.00	3,096,724.38	679,501.62	82.01%
	Total Personnel	\$ 16,596,000.10	\$ 14,498,634.88	\$ 2,097,365.22	87.36%
605XX	Travel	\$ 305,398.00	\$ 237,450.56	\$ 67,947.44	77.75%
61000	Freight and Postage	38,590.00	24,026.75	14,563.25	62.26%
61500	Telecommunications	85,000.00	58,164.34	26,835.66	68.43%
62000	Printing	70,510.00	35,659.68	34,850.32	50.57%
625XX	Repairs and Maintenance	927,992.00	774,810.68	153,181.32	83.49%
630XX	Rentals	192,556.00	152,947.93	39,608.07	79.43%
635XX	Insurance	318,500.00	318,108.64	391.36	99.88%
640XX	Utilities	1,243,050.00	1,139,213.86	103,836.14	91.65%
645XX	Other Services	542,910.00	508,184.28	34,725.72	93.60%
64700	Grant Aid	6,775.00	6,891.00	(116.00)	101.71%
650XX	Professional Fees	184,100.00	139,992.02	44,107.98	76.04%
655XX	Education Office/Dept Material Supp	460,855.00	400,176.34	60,678.66	86.83%
657XX	Data Software-Non Capitalized	28,075.00	46,837.63	(18,762.63)	166.83%
66000	Maint/Construction Material/Supp	279,465.00	218,871.67	60,593.33	78.32%
665XX	Other Materials and Supplies	114,831.00	79,976.68	34,854.32	69.65%
670XX	Subscriptions/Library Books	38,577.00	37,775.40	801.60	97.92%
67500	Purchases for Resale	57,505.00	40,939.67	16,565.33	71.19%
680XX	Scholarships and Waivers	95,200.00	93,969.93	1,230.07	98.71%
69XXX	Transfers and Other Expenses	88,500.00	15,118.98	73,381.02	17.08%
	Total Current Expenses	\$ 5,078,389.00	\$ 4,329,116.04	\$ 749,272.96	85.25%
70600	Minor Equipment >1000<5000	\$ 20,000.00	\$ 7,579.03	\$ 12,420.97	37.90%
71000	Furniture and Equipment	8,504.00	-	8,504.00	0.00%
	Total Capital Outlay	\$ 28,504.00	\$ 7,579.03	\$ 20,924.97	26.59%