



**SFSC  
District Board of Trustees  
Regular Meeting  
May 28, 2014**

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

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**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**

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**1.0 *Call to Order and Preliminary Matters***




OFFICE OF THE PRESIDENT

**Item 1.1**

PRESENT TO BOARD: MAY 28, 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 May 28, 2014 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of May 28, 2014 as presented.**

**AGENDA**  
**SOUTH FLORIDA STATE COLLEGE**  
**DISTRICT BOARD OF TRUSTEES**  
**HIGHLANDS CAMPUS**  
**MAY 28, 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 Workshop – April 23, 2014
    - 1.2.2 Regular Meeting – April 23, 2014
  - 1.3 Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introductions
  - 2.2 Employee Retirement Recognition
- 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 Agreements – Hotel Jacaranda and SFSC Teacherage
    - 5.2.2 Contracts for Private Attorney Services 2014-15 and Reappointment of College Attorney
  - 5.3 Grant Applications
    - 5.3.1 Terry Barber - \$1,266.00
  - 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
- 8.0 Purchasing and Other Action Items
  - 8.1 SFSC 2014-2015 Budget Proposal
  - 8.2 Annual Facilities Inspection Summary Report
  - 8.3 Recertification of Direct Support Organization
  - 8.4 Request for Proposals (RFP) 13-07 College Bookstore Services
  - 8.5 Award of Bid for Fire Fighting/Fire Science Technology Renovation
- 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: MAY 28, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES - WORKSHOP – APRIL 23, 2014

It is recommended that the minutes of the workshop held April 23, 2014 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the April 23, 2014 workshop as presented.**

**WORKSHOP MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
APRIL 23, 2014**

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

**Members Absent:** Dr. Louis H. Kirschner

**Staff Present:**

Ms. Annie Alexander-Harvey	Mr. Don Appelquist	Dr. Kimberly Batty-Herbert
Mr. Kevin Brown	Mrs. Tammy Bush	Mrs. Susie Hale
Mrs. Anita Kovacs	Mrs. Deborah Latter	Mr. Glenn Little
Dr. Mike McLeod	Dr. Chris van der Kaay	Mrs. June Weyrauch
Mrs. Becky Sroda	Ms. Jane Hancock	Dr. Deborah Fuschetti
Mr. Rick Hitt	Mr. Brian Bohlman	Ms. Cindy Kinser
Ms. Latisha Dean	Mrs. Pamela LaDue	Ms. Cheryl Arpasi
Mr. Chadwick Long	Ms. Denise Morales	Dr. Michele Heston

**Others Present:**

**1.0 CALL TO ORDER**

At 4:08 p.m., the workshop of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mr. Joe Wright.

**2.0 NEW EMPLOYEE INTRODUCTIONS**

The following new employees were introduced:

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

**3.0 DISCUSSION REGARDING DEVELOPMENT AND IMPLEMENTATION OF WOMEN'S CROSS COUNTRY TEAM**

At the February 26 District Board of Trustees meeting, the Trustees asked that a workshop be held to continue the discussion of a request to approve the development and implementation of a women's cross country team at South Florida State College and the possibility of adding a men's team as well. Athletic Director, Rick Hitt, was present to provide additional information requested by the Trustees. He explained his reasons for bringing the request forward and shared the research he had done in preparation.

Vice President Little and Mrs. Kovacs then presented the funding and budget portion of the request.

**4.0 ADJOURNMENT**

There being no further business to come before the Board, the workshop adjourned at 5:27 p.m.



OFFICE OF THE PRESIDENT

**Item 1.2.2**

PRESENT TO BOARD: MAY 28, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – APRIL 23, 2014

It is recommended that the minutes of the regular meeting held April 23, 2014 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**  
**Move to approve the minutes of the April 23, 2014 regular meeting as presented.**



**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
APRIL 23, 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 Absent:** Dr. Louis H. Kirschner

**Staff Present:**

Ms. Annie Alexander-Harvey	Mr. Doug Andrews	Mr. Don Appelquist
Dr. Kimberly Batty-Herbert	Mr. Kevin Brown	Mrs. Tammy Bush
Mrs. Susie Hale	Mrs. Anita Kovacs	Mrs. Deborah Latter
Mr. Glenn Little	Dr. Mike McLeod	Mrs. Becky Sroda
Dr. Chris van der Kaay	Mrs. June Weyrauch	Ms. Sureka Flemming
Ms. Jane Hancock	Dr. Deborah Fuschetti	Mr. Rick Hitt
Mr. Andy Polk	Ms. Kim Crawford	Mr. Carlos Falla
Mr. Eddie Cuencas	Mrs. Melanie Jackson	Ms. Melanie Boulay
Mrs. Kim Hemler	Dr. Charlotte Pressler	Mrs. Cathy Futral
Mr. Adam Martin	Mrs. Deanne Shanklin	

**Others Present:** Mr. Mark Valero, Highlands Today Reporter

### **CALL TO ORDER**

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

### **1.0 PRELIMINARY MATTERS**

#### **1.1 Adoption of Agenda**

**Mr. Bryan made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held April 23, 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 Regular Meeting Minutes**

**Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held March 26, 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.**

#### **1.3 Review of Agenda Master Calendar**

The agenda master calendar was reviewed with no changes.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

**2.1 New Employee Introductions**

The following new employees were introduced during the workshop held prior to the meeting.

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

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

**4.1 Student Life, Activities, Athletics, and Services**

Dr. Leitzel introduced Ms. Annie Alexander-Harvey, dean, Student Services and thanked her for her 17 years of service with SFSC and wished her well in her upcoming retirement on June 30, 2014. Ms. Alexander-Harvey then introduced Mr. Andy Polk, coordinator, Student Life. Mr. Polk and employees of the college presented students from athletics, student clubs, and the Student Government Association. **(EXHIBIT "A")**

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments, full-time career service staff; full-time professional staff; resignations; retirements; reappointments, full-time professional staff 2014-15; full-time career service staff 2014-15; and adjunct faculty 2013-14, academic year as needed. **(EXHIBIT "B")**

**5.2 Agreement and Contracts**

No agreements or contracts were presented.

**5.3 Grant Applications**

- 5.3.1 National Farmworker Jobs Program**  
Florida Department of Education \$267,475
- 5.3.2 Postsecondary Education (Perkins Funding)**  
Florida Department of Education \$165,680
- 5.3.3 Rural and Sparsely Populated Postsecondary Education (Perkins Funding)**  
Florida Department of Education \$91,000

<b>5.3.4 Adult General Education</b>	
Florida Department of Education	\$217,000
<b>5.3.5 English Literacy/Civics Education</b>	
Florida Department of Education	\$43,000
<b>5.3.6 Commercial Motor Vehicle Operator Safety Training Grant</b>	
U.S. Department of Transportation	\$90,000
<b>5.3.7 Dental Services Grant</b>	
Highlands County Hospital District	\$15,000

**5.4 Operational Actions**

**5.4.1 Monthly Accounts Payable/Payroll Check Register**

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

**5.4.2 Property Deletion and Disposal**

Approved the deletion and disposal of items presented from property records in the amount of **\$3,931.39**. **(EXHIBIT "D")**

**Mr. Lambert made a motion, seconded by Mrs. Cullens, to approve the Consent Agenda, Items 5.1 through 5.4.2 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**6.0 PLANNING AND POLICY ISSUES**

**6.1 Policy Development**

**6.1.1 Policy 1.18 Substance Abuse Testing**

Consideration to adopt a new Policy 1.18 Substance Abuse Testing was presented. **(EXHIBIT "E")**

**Mr. Bryan made a motion, seconded by Mrs. Puckorius, to approve the adoption of Policy 1.18 Substance Abuse Testing 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.**

**7.0 ACADEMIC AND STUDENT MATTERS**

**7.1 Curriculum Proposals**

Dr. Leitzel introduced curriculum proposals. **(EXHIBIT "F")**

**Mrs. Rider 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, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**7.2 Fee Proposals**

Dr. Leitzel introduced fee proposals. **(EXHIBIT "G")**

**Mr. Backer made a motion, seconded by Mrs. Puckorius, 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.**

**7.3 Development and Implementation of Women's Cross Country Team**

Mr. Rick Hitt, Athletic Director, presented a request to develop and implement a women's cross country team at South Florida State College. **(EXHIBIT "H")**

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve the development and implementation of a women's cross country team for fall 2015 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 Annual Equity Report Update

Dr. van der Kaay, Ms. Sureka Flemming, and Mrs. Susie Hale presented SFSC's Annual Equity Report Update for 2014. **(EXHIBIT "I")**

**Mr. Backer made a motion, seconded by Mrs. Cullens, to accept SFSC's Annual Equity Report Update for 2014, and to authorize its submission to the Florida Department of Education 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

Due to a computer program upgrade, no report was presented this month. A two month report will be provided at the May Board meeting.

### 9.3 Financial Report

Financial graphs and a summary of revenue and expenditures through the month of February 2014 were presented as information items. **(EXHIBIT "J")**

### 9.4 President's Report

1. Dr. Leitzel distributed a copy of the college's 2014 Commencement program outline. Commencement will take place May 6, 2014 in the Theatre for the Performing Arts at 6:45 p.m.
2. Dr. Leitzel made a verbal request from faculty and the endorsement of administration, asking for the Trustees endorsement to present the family of SFSC student, Ms. Lauren Phillips, an honorary AA degree at commencement. Ms. Phillips was a student athlete who was killed in an automobile accident in March. She was a member of the softball team. Those in favor of the request were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **All were in favor.**
3. Dr. Leitzel reported on meetings with legislative delegation members to discuss the College's plans to apply for federal Farm Bill funding. The meetings included the Commissioner of Agriculture, Senator Grimsley and Representative Pigman. Representative Albritton will be informed privately as he was unable to meet personally.

FY 15 funding updates indicated increases in both the House and Senate's versions of the budget. Although nothing is certain at this point, early indications looked positive.

The administrative team is following several bills, including PECO funding, the Dream Act, Textbook Affordability, Collegiate High Schools, and Tech Centers becoming Tech Colleges. At present, Dr. Leitzel reported that there are no real surprises. He mentioned that new bachelor degree proposal submission is on hold.

**9.5 Board Attorney's Report**

Mrs. Karlson stated no report.

**9.6 Board Members' Reports**

Mrs. Puckorius stated that the Student Art Awards event held recently was terrific. Many types of art were displayed. She also enjoyed attending the recent Law Enforcement graduation.

Mr. Backer commented on the article that appeared in today's *Highlands Today* regarding scholarships. He thanked Dr. van der Kaay for his work on the Equity Report. Mr. Backer also thanked the college for the flowers and prayers his wife received after her recent surgery.

Mr. Bryan stated no report.

Mrs. Cullens reminded the Trustees of the SFSC Foundation Gala on Saturday night.

Mr. Lambert stated no report.

Mrs. Rider shared that due to a scholarship given by the Highlands County Bar Association, a student is able to pursue a college degree.

**9.7 Board Chair Report**

Mr. Wright stated that he had recently attended the SFSC Awards Day and Student Art Awards events. He was impressed at the amount of cash awards given at the Art Awards.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 7:43 p.m.



OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: MAY 28, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AGENDA MASTER CALENDAR

Information Item:

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

## District Board of Trustees Agenda Master Calendar

MAY 2014	JUNE 2014	JULY 2014
<p>6 SFSC Commencement</p> <p>28 Budget Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p>	<p>25 Board Meeting, 6 PM Hardee Campus</p>	<p>23 Board Meeting, 6 PM Highlands Campus</p>
AUGUST 2014	SEPTEMBER 2014	OCTOBER 2014
<p>27 *Board Meeting, 6 PM DeSoto Campus</p>	<p>25-26 AFC Trustee Commission Conference 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>11 SFSC Foundation Christmas Luncheon, 12PM Jacaranda Hotel</p> <p>10 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM, Highlands Campus</p> <p>18 SFSC Commencement</p>	<p>28 *Board Meeting, 6 PM Highlands Campus</p>
FEBRUARY 2015	MARCH 2015	APRIL 2015
<p>25 *Board Meeting, 6 PM Highlands Campus</p>	<p>25 *Board Meeting, 6 PM Highlands 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: MAY 28, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

<b>Employee</b>	<b>Position</b>	<b>Supervisor</b>	<b>Hired</b>
Michael Austin	Coordinator, Criminal Justice Program	Kevin Brown	05/02/14
Fabiana Castro	Case Manager, Farmworker Jobs and Education Program	Tara Jefferies	04/01/14
Cynthia Garren	Director, Cultural Programs	Thomas Leitzel	04/28/14
Deborah Olson	Coordinator, Purchasing	Anita Kovacs	04/23/14




OFFICE OF THE PRESIDENT

**Item 2.2**

PRESENT TO BOARD: MAY 28, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: EMPLOYEE RETIREMENT RECOGNITION

It is recommended that the retirement of Mr. Douglas Andrews, the Dean of Cultural Programs, be recognized for his 32 years of service to South Florida State College.

**SUGGESTED MOTION:**

**Move to recognize the retirement of Mr. Douglas Andrews for his 32 years of service to South Florida State College.**

# *South Florida State College*

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

## ***Douglas M. Andrews***

***the Title of***

### **Dean 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-eighth day of May, in the year  
of our Lord, two thousand and fourteen.*

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*Chair of the District Board of Trustees*

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*President of South Florida State College*

### **3.0 *Public Comment***


## **4.0 Presentations**

**5.0 Consent Agenda Action Items**



OFFICE OF THE PRESIDENT

**Item 5.0**

PRESENT TO BOARD: MAY 28, 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.**

	<b>CONSENT AGENDA ACTION ITEMS</b>	<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>25</b>
<b>5.2</b>	<b>Agreement and Contracts</b>	
	<b>5.2.1 Lease Agreements – Hotel Jacaranda and SFSC Teacherage</b>	<b>27</b>
	<b>5.2.2 Contracts for Private Attorney Services 2014-15 and Reappointment of College Attorney</b>	<b>28</b>
<b>5.3</b>	<b>Grant Applications</b>	
	<b>5.3.1 Terry Barber - \$1,266.00</b>	<b>29</b>
<b>5.4</b>	<b>Operating Actions</b>	
	<b>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	<b>30</b>
	<b>5.4.2 Addition to Customer Billing List</b>	<b>32</b>





OFFICE OF THE PRESIDENT

**Item 5.1**

PRESENT TO BOARD: MAY 28, 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, ADMINSTRATIVE STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Wise, Timothy	Dean, Student Services	07/01/14

**II. APPOINTMENTS, FULL-TIME CAREER SERVICE STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Rodriguez, Jose	Courier	05/12/14

**III. RESIGNATIONS/TERMINATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Long, Trevor	End-User Support Analyst	05/12/14

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Douglass, Christine	Nursing (Clinicals only)	III
Eiland, Johnny	Auto Collision Repair and Refinishing	IV
Foster, Teresa L.	Education	II
Jelinek, Julie Bess	English	II
Lauren, Brittany	ABE/GED/ESOL	III
Ritenour, Steven	Criminal Justice	IV
Schneider, Mark	Criminal Justice	IV
Seda-Ramirez, Charlene	ABE/GED/ESOL	I
Shayman, Linda	English/Humanities	II
Timms, Samuel	Golf	III
Vance, Nancy	Nursing (Clinicals and PN)	III

Wise, Bernadette  
Word, Shelly  
Wright, Jerry L.

ABE/GED/ESOL  
Political Science  
Education

II  
IIA  
II

**SUGGESTED MOTION:**

**Move to approve the personnel recommendations as presented.**



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: MAY 28, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL *[Signature]*

SUBJECT: LEASE AGREEMENTS – HOTEL JACARANDA AND SFSC TEACHERAGE

Approval is requested to **renew** the following rental agreements between South Florida State College and the SFSC Foundation, Inc. for the 2014-2015 fiscal year as follows:

Site	2013-14 Monthly Rate	2014-15 Monthly Rate	Change	Purpose of Lease
Hotel Jacaranda	\$ 5,534.19	<b>\$ 6,085.00</b>	\$ 550.81	Classroom and Lab Space
SFSC Teacherage	\$ 713.79	<b>\$ 785.00</b>	\$ 71.21	Classroom Space

The leases are being proposed for a 10% increase. The small increase will help to cover costs at the SFSC Foundation.

**SUGGESTED MOTION:**

**Move to approve the renewal of lease agreements for the Hotel Jacaranda and SFSC Teacherage.**



OFFICE OF THE PRESIDENT

**Item 5.2.2**

PRESENT TO BOARD: MAY 28, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: CONTRACTS FOR PRIVATE ATTORNEY SERVICES 2014-2015 AND REAPPOINTMENT OF COLLEGE ATTORNEY

Approval is requested from the SFSC District Board of Trustees to enter into contracts for the July 1, 2014 through June 30, 2015 year with the firms currently engaged to represent South Florida State College as needed. We have been pleased with the services provided by Karlson Law Group, P.A., as the College Attorney and Allen, Norton & Blue, P.A. for labor issues.

These firms have agreed to continue to provide services under the same terms and at the same rates as in 2013-2014. Summary data follows:

<u>Allen, Norton &amp; Blue, P.A.</u>	<u>Karlson Law Group, P.A.</u>
Annual Retainer \$500.00	Retainer of \$1,000.00 per month to include up to six hours of consultation each month (including participation at monthly Board meetings). Special work beyond the base six hours will be paid on an hourly basis of \$125.00 per hour.
Hourly Rates:	
▪ W. Reynolds Allen & Partners \$200.00	
▪ Associates \$200.00	
▪ Paralegals \$ 85.00	


**SUGGESTED MOTION:**

**Move to approve contracting for continued legal services with Karlson Law Group. P.A. and Allen, Norton & Blue, P.A. for the 2014-2015 fiscal year under the terms and rates listed above.**



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: MAY 28, 2014  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: GRANT APPLICATION – TERRY BARBER

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

Title: **Terry Barber**  
Source: Florida Division of Cultural Affairs, State Touring Program  
Amount: \$1,266.00  
Description: This is a grant request for one-third of the company fee for Terry Barber to perform in the 2014-2015 cultural programs schedule or productions.

**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: MAY 28, 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 April 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.**

<b>Accounts Payable:</b>								
	<b>2013/2014 Checks</b>		<b>2013/2014 Electronic Payments</b>		<b>2013/2014 P-Card</b>		<b>2013/2014 Totals</b>	
	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							0	\$0.00
June							0	\$0.00
<b>Totals</b>	<b>6222</b>	<b>\$6,931,553.05</b>	<b>2719</b>	<b>\$9,149,089.47</b>	<b>5095</b>	<b>\$1,950,302.45</b>	<b>14036</b>	<b>\$18,030,944.97</b>

<b>Payroll:</b>							
	<b>2013/2014 Checks</b>		<b>2013/2014 Electronic Payments</b>		<b>2013/2014 Totals</b>		
	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					0	0.00	
June					0	0.00	
<b>Totals</b>	<b>358</b>	<b>\$420,050.39</b>	<b>4318</b>	<b>\$8,369,151.52</b>	<b>4676</b>	<b>\$8,789,201.91</b>	

<b>Accounts Payable:</b>						
	<b>2012/2013</b>			<b>2013/2014</b>		
	# 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			
June	1,200	1,584,718.52	19,731,948.91			
<b>Totals</b>	<b>15,745</b>	<b>\$19,731,948.91</b>		<b>14,036</b>	<b>\$18,030,944.97</b>	

<b>Payroll:</b>						
	<b>2012/2013</b>			<b>2013/2014</b>		
	# 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			
June	432	908,505.27	\$ 10,533,185.33			
<b>Totals</b>	<b>5609</b>	<b>\$10,533,185.33</b>		<b>4676</b>	<b>\$8,789,201.91</b>	



OFFICE OF THE PRESIDENT

**Item 5.4.2**

PRESENT TO BOARD: MAY 28, 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 DeSoto Health and Rehab to the college's list of approved customers for billing purposes. South Florida State College will be providing Continuing Workforce Education (CWE) workshops and training.

**SUGGESTED MOTION:**

**Move to approve the addition of DeSoto Health and Rehab 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: MAY 28, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

**PROGRAM ADDITIONS**

Add a baccalaureate degree program in Elementary Education. The new program is designed for Associate in Arts (AA) graduates who wish to work toward achieving their elementary education teaching credentials. The Bachelor of Science in Elementary Education (BSEE) culminates with state certification in elementary education levels K-6 and both Reading and ESOL endorsements. The proposed BSEE program will provide traditional and nontraditional students with access to a baccalaureate degree that is both affordable and available within the local service districts of DeSoto, Hardee, and Highlands counties; effective Fall 2014 (201510).

**Elementary Education #7710 - BS**

- EDF 3467 Learning Theory and Assessment (3 credits)
- EDF 4603 Analysis and Application of Ethical, Legal, and Safety Issues in Schools (3 credits)
- EDG 3410 Teaching Strategies and Classroom Management (3 credits)
- EDE 4223 Integrated Arts, Music and Physical Education in the Elementary (3 credits)
- EDE 4942 Elementary Education Internship I (3 credits)
- EDE 4943 Elementary Education Internship II (3 credits)
- EEX 3070 Teaching Exceptional Students (3 credits)
- LAE 3314 Language Arts in the Elementary School (3 credits)
- LAE 3414 Literature for Children (3 credits)
- MAE 4326 How Children Learn Mathematics (3 credits)
- RED 3012 Basic Foundations of Reading (3 credits)
- RED 3519 Diagnostic and Corrective Reading Strategies (3 credits)
- RED 4942 Practicum for Assessment and Instruction of Reading (3 credits)

- SCE 3310 Teaching Science in the Elementary School (3 credits)
- SSE 3312 Teaching Social Science in the Elementary School (3 credits)
- TSL 3080 Theory and Practice of Teaching ESOL Students in Schools (3 credits)
- TSL 4240 Issues in Second Language Acquisition (3 credits)

Add a new associate degree program in industrial management degree that will replace the deleted AAS Industrial Management Technology program. This new AS degree will provide students, who have obtained competency in a variety of fields, an opportunity to pursue college level education that is appropriate for management roles and upward mobility in their respective fields; effective Fall 2014 (201510).

**Industrial Management Technology #1730 - AS**

- ACG 2001 Financial Accounting I **or** ACG 2021 Financial Accounting (3 credits)
- CGS 1100C Introduction to Microcomputers using Windows (3 credits)
- EIN 1940 Internship/Externship in Industrial Management (3-4 credits)
- ENC 1101 Freshman English I (3 credits)
- ETI 1701 Industrial Safety (OSHA) (3 credits)
- GEB 1011 Introduction to Business (3 credits)
- INP 1390 Human Relations **or** PSY 2012 General Psychology (3 credits) - NEW
- MAC 1105 College Algebra **or** equivalent (3 credits)
- MAR 2011 Principles of Marketing (3 credits)
- MNA 2345 Management and Supervision (3 credits)
- SLS 1106 First-Year Experience Seminar (1 credit)
- SPC 2608 Fundamentals of Speech Communication (3 credits)
- Awarded credits for specialized occupational certificate program (20 credits)
- Humanities Elective (3 credits)
- Social Science Elective (3 credits)

**COURSE REVISION**

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

- **ENC 1101L Writing Seminar** – Change course’s number to ENC 0054 according to DOE’s course numbering system. New number associates with mandated corequisite developmental instruction that supplements credit instruction while a student is concurrently enrolled in a credit-bearing course (ENC 1101 Freshman English I).

**SUGGESTED MOTION:**

**Move to approve the curriculum proposals as presented.**

***8.0 Purchasing and Other Action Items***



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: MAY 28, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SFSC 2014-2015 BUDGET PROPOSAL

The proposed South Florida State College Operating Budget and Capital Outlay Budget for 2014-2015 is presented for your consideration under separate cover and will be discussed at the Budget Workshop prior to the Board meeting. Approval of both budgets is requested, including student fee rates and a revised salary schedule.

This budget was developed through a participative process with our four strategic imperatives in mind:

Imperative #1 Identify and meet the educational needs of our communities

*We proactively seek ways to understand the educational needs of our local communities and then offer programs to address those needs.*

Imperative #2 Enable all students to succeed

*We keep student learning at the forefront of everything we do and actively seek ways to help our students be successful both in the classroom and as they transition beyond our campus.*

Imperative #3 Enable all employees to succeed

*We actively support all our employees and seek ways for them to achieve personal and professional fulfillment in all that they do for the College.*

Imperative #4 Ensure Institutional Effectiveness

*We regularly review how well we are doing, analyze our results, and then use our analyses to make improvements.*

Approval of the new budgets will allow us to continue our efforts to meet the expectations of our local communities by maintaining quality educational and training opportunities and services throughout our district. Your consideration of the proposed budgets is appreciated.

**SUGGESTED MOTION:**

**Move to approve the Operating Budget for 2014-2015, including the student fee rates and salary schedule, as well as the 2014-2015 Capital Outlay Budget as presented. The Operating Budget includes a one-time, non-recurring salary adjustment for all eligible full-time employees as follows: \$400 for career service, professional and administrative staff, and \$500 for faculty.**



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: MAY 28, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ANNUAL FACILITIES INSPECTION SUMMARY REPORT

Under separate cover, for review and acceptance, is the annual inspection of educational facilities summary report from either Mr. Jeb W. Bynum or Mr. Brian E. Webber with Fire Prevention Specialists, Inc. All owned and leased College facilities used for direct instruction and/or support were recently inspected in compliance with various State and Federal regulations pertaining to fire safety, sanitation, and casualty.

Of the deficiencies noted, none were of a serious nature, and all corrections/repairs have been completed with the exception of the walkway damage at the Florida Center for Addictions & Dual Disorders. A proposal for the sidewalk repair has been requested and once received, the work will be scheduled.

**SUGGESTED MOTION:**

**Move to accept the Fire Safety, Sanitation, and Casualty Inspection Report for the 2013-2014 year as presented.**





OFFICE OF THE PRESIDENT

Item 8.3

PRESENT TO BOARD: MAY 28, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: RECERTIFICATION OF DIRECT SUPPORT ORGANIZATION

In accordance with SFSC Policy 8.01, the South Florida State College Foundation, Inc., respectfully requests recertification to function on behalf of SFSC during the College's 2014-2015 Fiscal Year. Legal Authority: Florida Statute 1004.70.

SFSC DBOT Policy 8.01 states that "each direct support organization (DSO) wishing to operate under the auspices of South Florida State College must be annually certified by the SFSC District Board of Trustees as meeting the conditions set forth by the Board. Direct support organizations so certified by the Board may be permitted the use of the College's property, facilities and personnel services."

**Conditions for certification include the following:**

1. The DSO shall exist for the purpose of providing financial, scholarship, facility, equipment and other support to the College and its programs and students.
2. The DSO shall provide full, complete, and timely information on all of its activities to the SFSC District Board of Trustees as follows:
  - a. One or more members of the SFSC DBOT shall be designated by the Chair of the DBOT to serve as liaison voting members of the Board of Directors and the Executive Committee of the DSO.
  - b. The College President shall be a voting member of the Board of Directors and the Executive Committee of the DSO.
  - c. The College's Controller shall serve as ex-officio member of the Board of Directors of the DSO in the capacity of Assistant Treasurer.
  - d. The DSO shall make monthly reports to the DBOT.

- e. The Executive Director of the DSO shall report administratively to the College President.
  - f. The DSO shall submit its annual independent audit and Income Tax Form 990 to the DBOT for review and acceptance.
3. The DSO will make an annual report on its activities in the spring of each year (typically May or June) so that the DBOT may certify the DSO by July 1<sup>st</sup>.

**SUGGESTED MOTION:**

**Move to accept the 2013 Independent Audit and IRS Form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization for the 2014-2015 fiscal year.**





OFFICE OF THE PRESIDENT

Item 8.4

PRESENT TO BOARD: MAY 28, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REQUEST FOR PROPOSALS (RFP) 13-07 COLLEGE BOOKSTORE SERVICES

The College's contract with the current bookstore operator terminates on June 30, 2014. In February, the College sought proposals of bookstore providers to manage the College's bookstore operations for the next six years. Four bookstore operators submitted proposals and gave presentations to the Bookstore Advisory Committee. This committee consisted of faculty, students, and staff.

Follett's proposal is the most advantageous to South Florida State College and is being recommended by the Bookstore Advisory Committee.

Follett's proposal provides for the greatest compensation to the College at an estimated \$1,140,858 over the course of the six year term. Follett is also offering \$36,000 worth of scholarships to students and a total of \$178,000 in facilities, equipment, and systems for the bookstore. The technology offerings of Follett are strong so that a robust portal for students and faculty is expected. Follett intends to offer an array of spirit merchandise in addition to textbooks. Profit margins for pricing are within industry standards. Follett is one of the largest operators of college bookstores with over 900 stores and they currently have a Dunn and Bradstreet rating of 5A2 so they have the financial stability to operate our college bookstore.

**SUGGESTED MOTION:**

**Move to approve Follett to receive the award for RFP 13-07  
College Bookstore Services.**



OFFICE OF THE PRESIDENT

Item 8.5

PRESENT TO BOARD: MAY 28, 2014

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AWARD OF BID FOR FIRE FIGHTING/FIRE SCIENCE TECHNOLOGY  
RENOVATION

Attached is the tabulation for ITB 14-05 for the renovation of Building P and the Building O exterior restroom facility, as well as related site work and site work and infrastructure for the fire tower and burn room site. Furr & Wegman Architects, Inc. of Lakeland consulted on the project, providing specifications and drawings, and their staff worked with our Purchasing and Facilities staff to ensure a competitive bid environment and successful process. Furr & Wegman staff will continue to work with the successful bidder to ensure that the project is completed as planned.

A mandatory pre-bid meeting was held at the Highlands Campus, and eight construction firm representatives attended. As indicated on the bid tabulation, four (4) firms submitted formal bids. The base bid included all work needed with the exception of additive alternates for an aluminum canopy extension to Building P, the renovation of a restroom facility at Bldg. O into humidity controlled shower rooms with toilet fixtures and sink, and additional sod in related areas. The alternate deductive amounts listed was an option for the College to perhaps save money by contracting the new chiller site to subcontractors and self-performing this work. Our recommendation is to accept the additive alternates along with the base bid. The lowest bidder, L. Cobb Construction, Inc. is located in Wauchula, Florida and has satisfactorily worked for SFSC in prior years on several projects.

It is recommended that we accept the lowest and best bid of \$1,514,692 submitted by L. Cobb Construction, Inc. for the aforementioned work at the Highlands Campus. Funds have been allocated for the project by the Legislature and are available for this project.

**SUGGESTED MOTION:**

**Move to award the bid of \$1,514,692 to L. Cobb Construction, Inc. for ITB 14-05 as presented.**

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

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**South Florida State College**

**ITB 14-05 Fire Fighting and Fire Science Technology Renovation - Tabulation**

	Henkelman Construction, Inc.	L. Cobb Construction	Marmer Construction	Vogal Bros. Construction
<b>Description</b>				
Attended Pre-Bid Meeting	Yes	Yes	Yes	Yes
Base Bid W/Out Alternates	\$ 1,342,837	\$ 1,258,679	\$ 1,452,177	\$ 1,450,000
<b>Pricing Alternates:</b>				
#1 An additive alternate for the inclusion of the canopy at Bldg. P	\$ 50,407	\$ 58,393	\$ 34,040	\$ 56,000
#2 An additive alternate for the inclusion of the remodel/renovation of Bldg. O - Excluding the new HVAC unit QAU-1 and other work related to it.	\$ 180,000	\$ 136,144	\$ 167,325	\$ 148,000
#3 An additive alternate for the inclusion of the addition of HVAC unit QUA-1 and other related work to Bldg. O	\$ 54,275	\$ 55,045	\$ 47,800	\$ 46,500
#4 (Deductive Alternate) New Chilled Water System: Provide separate labor & material pricing to delete all work within the Construction Documents	\$ (8,200)	\$ (60,271)	\$ (86,400)	\$ (57,800)
#5 An additive New sod adjacent to Building "O" & "P" shall be Floratam and sod adjacent to new Burn Tower shall be Bahia	\$ 21,144	\$ 6,431	\$ 7,200	\$ 1,000

Opened/Date: Dick Peavy; 4/30/2014 3:00pm


Opened/Date: Pam Vestal; 4/30/2014 3:00pm

## **9.0 Reports**



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: MAY 28, 2014  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: RESOURCE DEVELOPMENT REPORT

**I. Grant Funded**

Title: **R.S.V.P. (Retired and Senior Volunteer Program)**  
Source: Corporation for National and Community Service  
Amount: \$44,534.00  
Description: The SFSC RSVP program engages senior adults (age 55 and older) in high-impact community volunteerism throughout Highlands County. This grant award represents the second year of funding in a three project.

**II. Grant Denied**

Title: **Project to Improve Black Male Enrollment at SFSC**  
Source: Knight Foundation  
Amount: \$75,000.00  
Description: We requested funding to address waning black male enrollment through data-driven enrollment management and enhanced recruiting practices, as well as an initiative to target stop-out students.

**III. Donations and Pledges to the SFSC Foundation, Inc.**

The following chart presents a summary listing of all donations and pledges made to the SFSC Foundation since the March 2014 meeting of the College District Board of Trustees. The included dates are March 4, 2014 through May 12, 2014. The total amount being reported is **\$241,741.03**.



**South Florida State College Foundation, Inc**  
**Gift Summary Report 3/4/14 - 5/12/14**

Fund ID	Fund Description	Gift Count	Cash	Pledges	Other	Total
5008	African American-Dennard	2	\$50.00	\$0.00	\$0.00	\$50.00
5045	Athletic Booster Club	4	\$30.00	\$0.00	\$0.00	\$30.00
5095	Dental Programs	4	\$240.00	\$0.00	\$0.00	\$240.00
5099	DeSoto County Special Scholarship Fund	1	\$100.00	\$0.00	\$0.00	\$100.00
5025	General Nursing Scholarship	3	\$12,001.00	\$0.00	\$0.00	\$12,001.00
5110	Highlands County Bar Association Scholarship	3	\$1,040.00	\$0.00	\$0.00	\$1,040.00
2000	Jacaranda Restoration Fund	2	\$12.00	\$0.00	\$0.00	\$12.00
5014	Joe Johnston/Bette McDearman Memor	2	\$40.00	\$0.00	\$0.00	\$40.00
5108	MOFAC	11	\$2,180.00	\$0.00	\$0.00	\$2,180.00
5148	Norman L. Stephens Endowment	13	\$790.00	\$0.00	\$0.00	\$790.00
5106	Optimists TSIC Scholarship	1	\$9,226.32	\$0.00	\$0.00	\$9,226.32
5088	Patrick & Mercedes Carruthers African-American	1	\$56,653.66	\$0.00	\$0.00	\$56,653.66
5057	Phi Theta Kappa	2	\$20.00	\$0.00	\$0.00	\$20.00
5130	Sebring Elks Club Scholarship	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
5031	SFSC Community Fund	20	\$302.00	\$0.00	\$0.00	\$302.00
5097	SFSC Flower Fund	23	\$125.00	\$0.00	\$0.00	\$125.00
6005	SFSC General Endowment Fund	85	\$63,475.00	\$9,000.00	\$0.00	\$72,475.00
5011	SFSC General Scholarship	25	\$2,287.00	\$0.00	\$0.00	\$2,287.00
5032	SFSC Library Donations	6	\$70.00	\$0.00	\$0.00	\$70.00
5009	Steven M. Durrance Memorial	1	\$50.00	\$0.00	\$0.00	\$50.00
5058	Take Stock In Children - Ops	16	\$62,999.57	\$0.00	\$0.00	\$62,999.57
5138	Theatre for the Performing Arts Capital Camp	6	\$14,371.44	\$0.00	\$0.00	\$14,371.44
5158	TSIC Scholarships	21	\$273.04	\$0.00	\$0.00	\$273.04
1000	Unrestricted	71	\$4,205.00	\$0.00	\$1,200.00	\$5,405.00
	324 Gift(s) listed					
	195 Donor(s) listed					
<b>Grand Totals:</b>			<b>\$231,541.03</b>	<b>\$9,000.00</b>	<b>\$1,200.00</b>	<b>\$241,741.03</b>



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: MAY 28, 2014

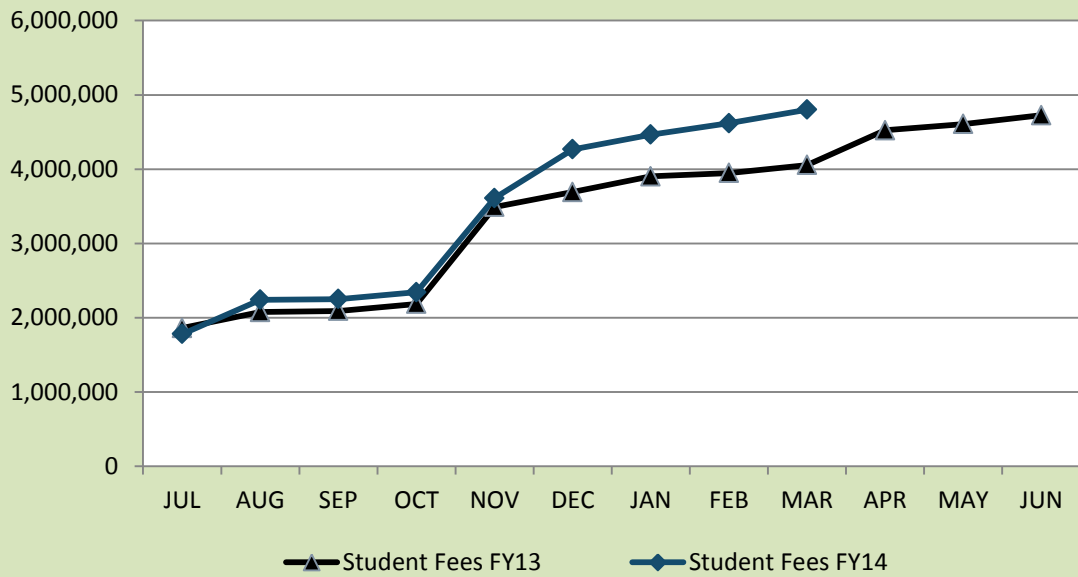
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

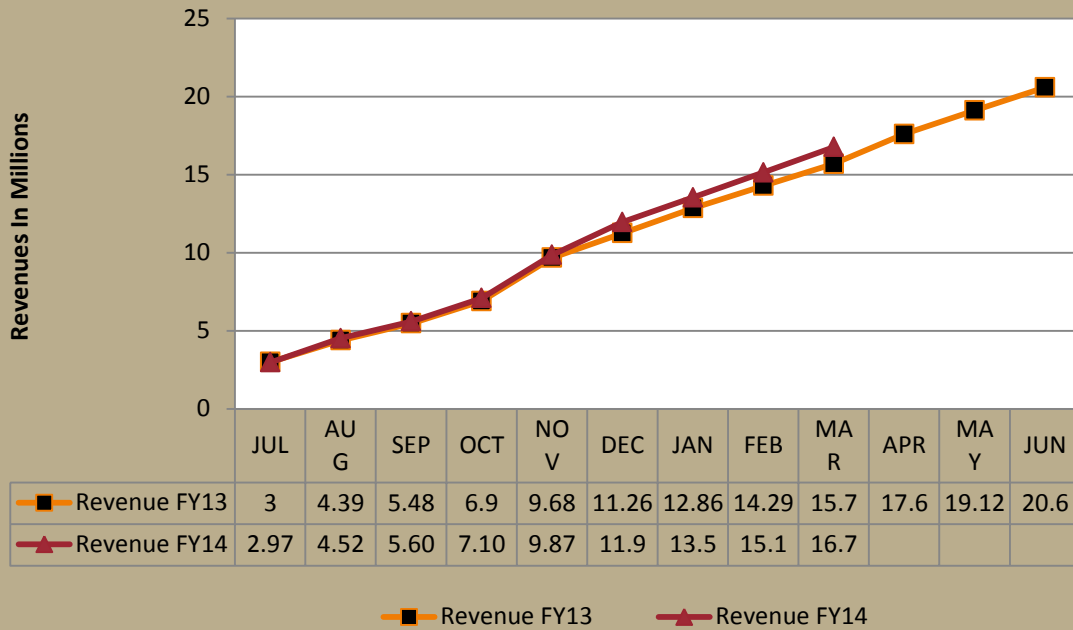
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

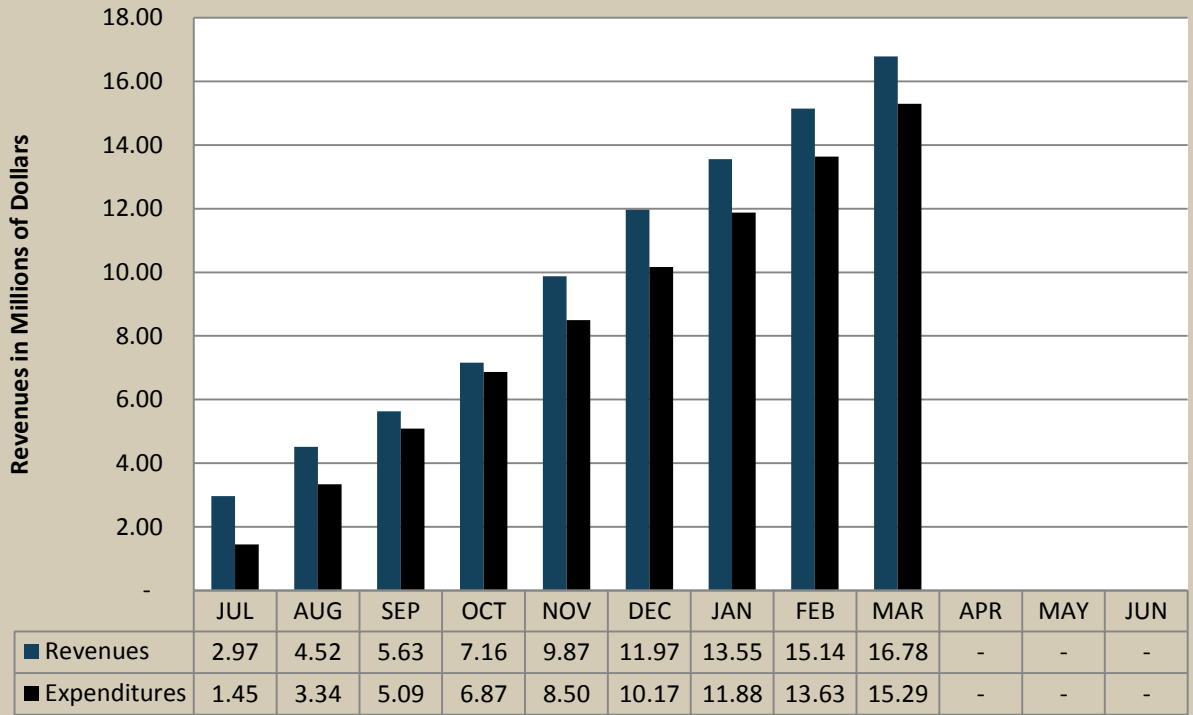
### South Florida State College Fund 1 Student Fee Revenue, FY 13 vs FY 14



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



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



South Florida State College  
Revenues and Expenditures  
For the Month Ended March 31, 2014

Acct Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition Fees	\$ 4,390,562.00	\$ 4,063,676.50	\$ 326,885.50	92.55%
403XX	Non Resident Fees	87,714.00	90,905.79	(3,191.79)	103.64%
404XX	Laboratory Fees	426,200.00	384,243.84	41,956.16	90.16%
405XX	Application Fees	13,900.00	12,160.00	1,740.00	87.48%
406XX	Graduation Fees	16,140.00	15,310.00	830.00	94.86%
40700	Transcript Fee	9,000.00	6,740.00	2,260.00	74.89%
408XX	Technology Fees	200,000.00	178,387.61	21,612.39	89.19%
409XX	Other Student Fees	60,600.00	49,015.44	11,584.56	80.88%
41600	Grants and Contracts from Counties	31,004.00	22,004.00	9,000.00	70.97%
42110	FCSPF-General Revenue	12,805,796.00	9,611,291.00	3,194,505.00	75.05%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	2,930,825.00	1,953,882.00	976,943.00	66.67%
42900	Indirect Cost Recovered - State	1,000.00	-	1,000.00	0.00%
43900	Indirect Costs Recovered - Federal	90,000.00	50,729.41	39,270.59	56.37%
44100	Cash Contributions	16,075.00	16,017.00	58.00	99.64%
44400	Private Grants and Contracts	1,364.00	1,364.11	(0.11)	100.01%
46400	Use of College Facilities	78,425.00	47,760.04	30,664.96	60.90%
466XX	Other Sales and Services	238,690.00	208,706.51	29,983.49	87.44%
48100	Interest and Dividends	6,500.00	4,562.88	1,937.12	70.20%
487XX	Fines and Penalties	4,250.00	1,996.96	2,253.04	46.99%
49XXX	Transfers and Other Revenue	175,535.00	60,804.40	114,730.60	34.64%
	<b>Total Revenue</b>	<b>\$ 21,585,730.00</b>	<b>\$ 16,779,557.49</b>	<b>\$ 4,806,172.51</b>	<b>77.73%</b>
51XXX	Management	\$ 1,822,557.00	\$ 1,398,704.91	\$ 423,852.09	76.74%
52XXX	Instruction	4,543,455.00	3,117,708.94	1,425,746.06	68.62%
53XXX	Other Professional	2,698,007.19	2,014,801.14	683,206.05	74.68%
54XXX	Career Staff	2,690,605.10	1,946,948.04	743,657.06	72.36%
56XXX	Other Personnel Services-Instructional	931,300.00	605,229.56	326,070.44	64.99%
57XXX	Other Professional-Tech/Clerical/Trade	111,182.00	71,875.16	39,306.84	64.65%
58000	Student Employment -Inst Work Study	25,000.00	9,493.01	15,506.99	37.97%
58500	Employees Awards	4,500.00	4,250.00	250.00	94.44%
59XXX	Benefits	3,798,951.00	2,511,725.59	1,287,225.41	66.12%
	<b>Total Personnel</b>	<b>\$ 16,625,557.29</b>	<b>\$ 11,680,736.35</b>	<b>\$ 4,944,820.94</b>	<b>70.26%</b>
605XX	Travel	\$ 298,591.00	\$ 183,377.24	\$ 115,213.76	61.41%
61000	Freight and Postage	38,590.00	24,270.46	14,319.54	62.89%
61500	Telecommunications	125,000.00	46,788.09	78,211.91	37.43%
62000	Printing	70,510.00	26,504.22	44,005.78	37.59%
625XX	Repairs and Maintenance	927,992.00	666,856.89	261,135.11	71.86%
630XX	Rentals	192,556.00	129,752.34	62,803.66	67.38%
635XX	Insurance	329,500.00	316,019.98	13,480.02	95.91%
640XX	Utilities	1,324,550.00	931,929.30	392,620.70	70.36%
645XX	Other Services	522,910.00	420,087.79	102,822.21	80.34%
64700	Grant Aid	4,000.00	3,191.00	809.00	79.78%
650XX	Professional Fees	193,700.00	99,037.24	94,662.76	51.13%
655XX	Education Office/Dept Material Supp	453,555.00	324,263.19	129,291.81	71.49%
657XX	Data Software-Non-Capitalized	28,075.00	46,300.54	(18,225.54)	164.92%
66000	Maint/Construction Material/Supp	279,465.00	176,781.21	102,683.79	63.26%
665XX	Other Materials and Supplies	113,931.00	59,083.44	54,847.56	51.86%
670XX	Subscriptions/Library Books	38,577.00	33,765.51	4,811.49	87.53%
67500	Purchases for Resale	57,505.00	31,693.43	25,811.57	55.11%
680XX	Scholarships	105,000.00	71,043.07	33,956.93	67.66%
69XXX	Transfers and Other Expenses	103,500.00	15,118.98	88,381.02	14.61%
	<b>Total Current Expenses</b>	<b>\$ 5,207,507.00</b>	<b>\$ 3,605,863.92</b>	<b>\$ 1,601,643.08</b>	<b>69.24%</b>
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%
	<b>Total Capital Outlay</b>	<b>\$ 28,504.00</b>	<b>\$ 7,579.03</b>	<b>\$ 20,924.97</b>	<b>26.59%</b>