



**SFSC
District Board of Trustees
Regular Meeting
November 5, 2014**

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

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

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: NOVEMBER 5, 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 November 5, 2014 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of November 5, 2014 as presented.

AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
NOVEMBER 5, 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 – October 1, 2014
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introduction
- 3.0 Public Comment
- 4.0 Presentation
 - 4.1 Florida College System Risk Management Consortium – Mr. Chauncey Fagler
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Affiliation Agreement - Central Florida Health Care
 - 5.3 Grant Applications
 - 5.3.1 Dental Education Equipment - \$20,800
 - 5.3.2 2015 Summer Bridge Program - \$11,000
 - 5.3.3 MOFAC Exhibit Funds - \$500
 - 5.3.4 Collaboration and Alignment Grant - \$10,000
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Payment Summary
 - 5.4.2 Property Deletion & Disposal
- 6.0 Planning and Policy Issues
 - 6.1 Policy Development
 - 6.1.1 Policy 3.15 Admission to B.A.S., A.A., A.S., A.A.S., Certificate, or Special Courses/Programs
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposal
 - 7.2 Fee Proposal
- 8.0 Purchasing and Other Action Items
- 9.0 Reports
 - 9.1 Technology Upgrade for Boardroom
 - 9.2 Facilities Report
 - 9.3 Resource Development Report
 - 9.4 Financial Report
 - 9.5 President's Report
 - 9.6 Board Attorney Report
 - 9.7 Board Member Reports
 - 9.8 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

Item 1.2

PRESENT TO BOARD: NOVEMBER 5, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – OCTOBER 1, 2014

It is recommended that the minutes of the regular meeting held October 1, 2014 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:
Move to approve the minutes of the October 1, 2014 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 1, 2014**

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

Staff Present:

Mr. Don Appelquist	Mr. Kevin Brown	Mrs. Tammy Bush
Mrs. Susie Hale	Mrs. Anita Kovacs	Mrs. Deborah Latter
Mr. Glenn Little	Dr. Lindsay Lynch	Dr. Leana Revell
Mrs. Becky Sroda	Dr. Chris van der Kaay	Mrs. June Weyrauch
Dr. Tim Wise	Ms. Jane Hancock	Mr. Cliff Hanglely
Dr. Michele Heston	Ms. Susan Zelenenki	

Others Present: Mr. Wally Cox, Superintendent, School Board of Highlands County
Mrs. Barbara Kirschner

CALL TO ORDER

At 6:00 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mr. Ken Lambert.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting held October 1, 2014 as recommended. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Wright made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held August 27, 2014. Those voting in favor of the motion were Mr. Backer, Mr. Byran, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed with no changes. Mr. Bryan asked administration to look into the possibility of providing better conferencing equipment in the Boardroom to allow conferencing options for Board meetings. Dr. Leitzel explained the technology options that were recently researched and indicated staff will explore additional options. Mr. Bryan also asked about using a microphone system and if the college could benefit from this equipment for additional uses. Dr. Leitzel listed additional opportunities for use. **Mr. Bryan made a motion, seconded by Mr. Wright, to ask staff to review**

options for remote telecommunication capabilities. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Jessica Bailes	Instructor, Nursing	Michele Heston	08/18/14
Tina Gottus	Director, Xcel-IT Program	Kevin Brown	07/14/14
Curtis Ivy	Director, Criminal Justice Programs	Kevin Brown	07/14/14
Lisa McConnell	Instructor, Nursing	Michele Heston	08/18/14
Ruel Olano	End User Support Analyst	Clifford Hanglely	07/01/14
April Ricker	Accountant, Revenues and Receivables	Susan Zelenenki	08/04/14
Dyron Snipe	End User Support Analyst	Clifford Hanglely	07/14/14

2.2 Employee Retirement

Mr. Backer made a motion, seconded by Mrs. Puckorius, to recognize the retirement of Nelson S. Socarras, effective September 30, 2014. Although Mr. Socarras did not attend the meeting, the Trustees wished him well. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

3.0 PUBLIC COMMENT

Mr. Lambert introduced Mr. Wally Cox, Superintendent, School Board of Highlands County who asked to address the Trustees to thank college administration for their partnership and expressed his appreciation of the many projects they work on together. He thanked Dr. Mike McLeod for serving on the Highlands County Education Foundation Board. Mr. Cox also presented information regarding the Half Cent Sales Tax Referendum that will go before Highlands County voters on November 4th.

4.0 PRESENTATION

No presentation at this meeting.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, full-time professional staff; full-time faculty; and adjunct faculty 2014-15, academic year as needed. **(EXHIBIT "A")**

5.2 Agreement and Contracts

None

5.3 Grant Applications

5.3.1 Children's Theater Series

Duke Energy Foundation \$10,000

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 August 2014. **(EXHIBIT "B")**

5.4.2 Donation of Laptop Computers

Approved the removal of 41 laptop computers from the college property records and to donate the computers to Take Stock in Children participants as presented. **(EXHIBIT "C")**

5.4.3 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of \$22,295.68. **(EXHIBIT "D")**

Mr. Bryan made a motion, seconded by Mrs. Puckorius, to approve the Consent Agenda, Items 5.1 through 5.4.3 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

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

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

7.2 Fee Proposal

Dr. Revell introduced an accompanying fee proposal. **(EXHIBIT "F")**

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Student Fee Changes

Vice President Little recommended student fee changes effective Spring Term (January 2015) as presented. **(EXHIBIT "G")**

After a brief discussion where Mr. Little answered several questions from Mrs. Cullens, **Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve the student fee changes as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan,

Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright.
Motion carried by unanimous vote.

9.0 REPORTS

9.1 Facilities

No report was presented.

9.2 Resource Development

Mr. Appelquist reported on a recently funded grants, donations, and pledges.

I. Grants Funded

A. Postsecondary Education 132

Carl D. Perkins	
Florida Department of Education	\$172,397.00

B. Adults with Disabilities

Florida Department of Education	\$170,000.00
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C. Adult Education and Family Literacy

Adult General Education

Florida Department of Education	\$217,863.00
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II. Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$25,963.11** from August 16, 2014 through September 10, 2014.

9.3 Financial Report

Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of July 2014 were presented as information items. **(EXHIBIT "H")**

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. The USDA Farm Bill grant application was submitted on September 28. He thanked Dr. Lynch and Mr. Brown for their hard work on this grant.
2. Based on initial discussions at state meetings, an increase in funding is not likely in the coming year.
3. The Lady Panther volleyball games are now shown on live-stream video. The team is doing well this year. He also reported that former SFSC student-athlete, Zach Osha, was selected by the Florida College System Activities Association (FCSAA) as the Suncoast Conference Male Scholar-Athlete of the Year of the 2013-14 academic year.
4. SFSC held a Patriot Day Remembrance on September 11. The event was hosted by Dr. Mike McLeod. It was well attended.
5. The Highlands Campus will hold a Veterans Day event on November 11. Dr. McLeod has invited US Congressman Tom Rooney to attend. Dr. Leitzel also reported the SFSC was recognized, for the second year, as a military-friendly college and that the college is reactivating a Veterans' Chapter on the Highlands Campus with the American Legion Post 69 in Avon Park.
6. The SFSC Foundation Take Stock in Children program attained gold level status on the balanced scorecard. He commended Mr. Appelquist, Ms. Irene Castanon, and the TSIC staff.
7. Brochures for this season's Cultural Programs had been placed at the Trustees' seat, along with season tickets for the Artist Series.
8. A SFSC 50th Anniversary update will be given at the January 2015 DBOT meeting.

9. Summer enrollment is up seven percent from last year and that indicators show an increase of a solid two percent for early fall enrollment.
10. Commended Dr. Wise for his engagement.
11. Reminded everyone of the upcoming Accreditation Visit for the two new Bachelors program is scheduled for February 3-4, 2015.
12. He will likely attend the December SACSCOC Conference being held December 7-9 in Nashville, TN.
13. Shared information about the "Crafting our Vision" project he will present at the December 10th Planning Workshop, along with Mr. Wayne Johnson from World Design Marketing. Prior to the workshop, they will meet with community leaders, college faculty, and staff to gather input.
14. Dr. Leitzel stated that he was asked to serve on the ACCT Advisory Committee of Presidents. The term would begin January 1, 2015 and expire December 31, 2016. Dr. Leitzel asked for the Trustees approval. **Mrs. Puckorius made a motion, seconded by Mrs. Cullens, to approve Dr. Leitzel's request to serve on the ACCT Advisory Committee of Presidents as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**
15. Announced that Dr. Norman L. Stephen, Jr. was selected as this year's recipient of the Dr. James L. Wattenbarger Award. The award will be presented to Dr. Stephens on Thursday, October 30th the AFC Convention in Destin, FL.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mrs. Puckorius thanked Mrs. Cullens for putting together a wonderful AFC Trustees Commission held September 25-26 in Jacksonville.

Mr. Backer stated no report.

Dr. Kirschner stated no report.

Mr. Wright stated no report.

Mrs. Cullens thanked the Trustees for their support at the AFC Trustees Commission.

Mr. Bryan stated no report

Mrs. Rider enjoyed the AFC Trustees Commission.

9.7 Board Chair Report

Mr. Lambert thanked Mrs. Cullens for her work as the AFC Trustees Commission Chair and stated that she is well-respected by the Trustees.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:52 p.m.




OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: NOVEMBER 5, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REVIEW OF AGENDA MASTER CALENDAR

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 the following page and identify any additional items that should be listed, or any changes that might be necessary.

**District Board of Trustees
Agenda Master Calendar**

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, 12 PM, Jacaranda Hotel</p> <p>17 SFSC Employee Holiday Party, 11:30 AM Highlands Campus, Cafeteria</p> <p>18 SFSC Commencement</p>	<p>**Brick Sale Campaign Begins</p> <p>8 **College to Sponsor Sebring Chamber Luncheon</p> <p>28 Board Meeting, 6 PM Highlands Campus</p>
FEBRUARY 2015	MARCH 2015	APRIL 2015
<p>2-3 Trustees Legislative Conference</p> <p>7 **Family Fun Day in DeSoto</p> <p>9-12 ACCT Nat'l Legislative Summit Washington, DC</p> <p>14 **Kickoff Celebration, Highlands Campus</p> <p>19 **Lifelong Learners Presidents' Forum</p> <p>25 Board Meeting, 6 PM Lake Placid Center</p>	<p>7 **5K & 50mi Bike Ride</p> <p>25 Board Meeting, 6 PM Highlands Campus</p>	<p>22 Board Meeting, 6 PM Highlands Campus (Student Activities Presentation)</p> <p>25 SFSC Foundation Gala, 6 PM, Jacaranda Hotel</p>
MAY 2015	JUNE 2015	JULY 2015
<p>7 SFSC Commencement</p> <p>21 **Trustees/Retirees Luncheon</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>26 **Summer of Love Concert</p>	<p>22 Board Meeting, 6 PM Highlands Campus</p>
AUGUST 2015	SEPTEMBER 2015	OCTOBER 2015
<p>26 *Board Meeting, 6 PM DeSoto Campus</p>	<p>19 **Hardee Campus Mud Run</p> <p>23 *Board Meeting, 6 PM Highlands Campus</p>	<p>24 **Masquerade Ball</p> <p>28 *Board Meeting, 6 PM Highlands Campus</p>

*Tentative

****50th Anniversary Events**

2.0 Communications, Introductions, and Recognitions




OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: NOVEMBER 5, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTION

Employee	Position	Supervisor	Hired
Sarah Lancaster	Instructor, Agri-Science	Kevin Brown	09/08/14

3.0 *Public Comment*

4.0 Presentations



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: NOVEMBER 5, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FLORIDA COLLEGE SYSTEM RISK MANAGEMENT CONSORTIUM (FCSRMC)
PRESENTATION

Since its inception, South Florida State College (SFSC) has participated in the Florida College System Risk Management Consortium (FCSRMC) and has enjoyed the benefits of group insurance and shared risks for property casualty, liability, and employee health. The existence of the FCSRMC and the relationship among the respective member colleges, in regards to the FCSRMC, continues to be governed by the terms of the longstanding agreement that is currently in place. In addition, the FCSRMC is not an entity unto itself: it is created through the joint agreement among the Boards of the member institutions.


Chauncey Fagler, Executive Director of the Florida Colleges Risk Management Consortium (FCSRMC) will provide an overview of the many facets of insurance coverage and risk management provided to SFSC. Mathew Snook of Mercer and Associates, a consultant to the FCSRMC, will accompany Mr. Fagler and report on the Affordable Care Act implementation that is currently underway, as well as future changes that will affect employee health insurance resulting from implementation of changes in future years.

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: NOVEMBER 5, 2014
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: CONSENT AGENDA ACTION ITEMS

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

SUGGESTED MOTION:
Move to approve the agenda items listed in the consent agenda.

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5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	27
	5.4.2 Property Deletion & Disposal	29



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: NOVEMBER 5, 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:

Table with 3 columns: Name, Position, Effective Date. Row 1: Rousch, John, Director, Adult Education, 10/27/14

II. RESIGNATIONS/TERMINATIONS:

Table with 3 columns: Name, Position, Effective Date. Row 1: Powers, Monica, Director, Student Support Services, 10/31/14

III. RETIREMENTS:

Table with 3 columns: Name, Position, Effective Date. Row 1: Scott, Keith, Custodian, 9/30/14. Row 2: Revell, Leana, Vice President, Educational and Student Services, 6/30/15

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

Table with 3 columns: Name, Teaching Area, Rank. Rows: Decent, Mary Ann (ABE/GED/ESOL, II), Snell, Bobbi Jo (Nursing, III), Spornraft, Angela (Education, IIA), Statler, Phillip (Retirement Planning, III), Wade, Laura (ABE/GED/ESOL, III)

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



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: NOVEMBER 5, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – CENTRAL FLORIDA HEALTH CARE

Approval is requested to enter into a **new** affiliation agreement between South Florida State College and Central Florida Health Care for the purpose of providing an additional training site for Radiography students. We have not used this facility as a training site before and are very pleased to begin this association.

SUGGESTED MOTION:
Move to approve entry in a new affiliation agreement with Central Florida Health Care to provide an additional training site for Radiography students as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: NOVEMBER 5, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – DENTAL EDUCATION EQUIPMENT

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

- Title: **Dental Education Equipment**
- Source: Highlands County Health Facilities Authority
- Amount: \$20,800
- Description: Funds are being requested by the SFSC on behalf of the SFSC Dental Education Program to assist with the purchase of a digital panoramic radiography system. The grant funds would cover 80% of the purchase. SFSC Foundation Dental Education Program funds will be used to provide a match of \$5,200.

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



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: NOVEMBER 5, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – 2015 SUMMER BRIDGE PROGRAM

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

Title: **2015 Summer Bridge Program**
Source: College Board Expanded Opportunity Grant Program
Amount: \$11,000
Description: Funds are being requested to continue the Summer Bridge Program in 2015, which targets high-potential students who are at-risk for not attending college.


SUGGESTED MOTION:

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



OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: NOVEMBER 5, 2014
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: GRANT APPLICATION – MOFAC EXHIBIT FUNDS

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


Title: **MOFAC Exhibit Funds**
Source: Heartland Cultural Alliance
Amount: \$500
Description: Funds are being requested to help with expenses for the exhibit *At Home: Seminole Reservations and Contemporary Native Art – Elgin Jumper and Jessica Osceola*.

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



OFFICE OF THE PRESIDENT

Item 5.3.4

PRESENT TO BOARD: NOVEMBER 5, 2014
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: GRANT APPLICATION – COLLABORATION AND ALIGNMENT GRANT

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

Title: **Collaboration and Alignment Grant**
Source: Florida College System Foundation
Amount: \$10,000
Description: This request for funds will enhance a partnership SFSC already has in place with AVID and the School Board of Highlands County through their current i3 grant-funded project. Under this proposal, SFSC, AVID, and SBHC would work together to align secondary and post-secondary curriculum components in an effort to increase the population of college-ready high school graduates and enhance success of local graduates in post-secondary environment.

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: NOVEMBER 5, 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 September 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:								
	2014/2015 Checks		2014/2015 Electronic Payments		2014/2015 P-Card		2014/2015 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	436	\$515,026.45	137	\$910,406.45	440	\$276,892.63	1013	\$1,702,325.53
Aug	184	283,786.52	265	1,141,251.28	445	239,322.04	894	\$1,664,359.84
Sept	1360	1,537,682.70	251	880,149.26	486	255,527.16	2097	\$2,673,359.12
Oct							0	\$0.00
Nov							0	\$0.00
Dec							0	\$0.00
Jan							0	\$0.00
Feb							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	1980	\$2,336,495.67	653	\$2,931,806.99	1371	\$771,741.83	4004	\$6,040,044.49

Payroll:								
	2014/2015 Checks		2014/2015 Electronic Payments		2014/2015 Totals			
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	40	\$47,127.04	470	\$835,287.35	510	\$882,414.39		
Aug	24	35,253.90	379	810,518.73	403	\$845,772.63		
Sept	22	33,839.51	384	804,962.39	406	\$838,801.90		
Oct					0	\$0.00		
Nov					0	\$0.00		
Dec					0	\$0.00		
Jan					0	\$0.00		
Feb					0	\$0.00		
March					0	\$0.00		
April					0	\$0.00		
May					0	\$0.00		
June					0	\$0.00		
Totals	86	\$116,220.45	1233	\$2,450,768.47	1319	\$2,566,988.92		

Accounts Payable:						
	2013/2014			2014/2015		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	979	\$1,490,702.22	\$ 1,490,702.22	1,013	\$1,702,325.53	\$1,702,325.53
August	1,019	1,604,535.32	\$ 3,095,237.54	894	1,664,359.84	\$3,366,685.37
September	1,092	1,281,564.10	\$ 4,376,801.64	2,097	2,673,359.12	\$6,040,044.49
October	2,657	3,380,925.46	\$ 7,757,727.10			
November	1,348	1,522,912.24	\$ 9,280,639.34			
December	1,061	1,351,062.70	\$ 10,631,702.04			
January	1,097	958,716.83	\$ 11,590,418.87			
February	2,417	3,208,315.55	\$ 14,798,734.42			
March	1,129	1,826,916.56	\$ 16,625,650.98			
April	1,237	1,405,293.99	\$ 18,030,944.97			
May	1,136	1,574,650.14	\$ 19,605,595.11			
June	1,504	1,693,417.07	\$ 21,299,012.18			
Totals	16,676	\$21,299,012.18		4,004	\$6,040,044.49	

Payroll:						
	2013/2014			2014/2015		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	519	\$872,018.27	\$872,018.27	510	\$882,414.39	\$882,414.39
August	392	848,097.66	\$1,720,115.93	403	845,772.63	\$1,728,187.02
September	434	824,166.32	\$2,544,282.25	406	838,801.90	\$2,566,988.92
October	458	881,715.09	\$3,425,997.34			
November	487	882,265.39	\$4,308,262.73			
December	486	928,786.26	\$5,237,048.99			
January	478	878,818.67	\$6,115,867.66			
February	461	872,710.43	\$6,988,578.09			
March	485	884,218.76	\$7,872,796.85			
April	476	916,405.06	\$8,789,201.91			
May	484	925,299.99	\$9,714,501.90			
June	424	883,562.17	\$10,598,064.07			
Totals	5584	\$10,598,064.07		1319	\$2,566,988.92	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: NOVEMBER 5, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PROPERTY REMOVAL

Authorization is requested to delete items on the attached list of equipment totaling **\$62,322.07** from SFSC property records. These items have either been salvaged, are beyond repair, or are obsolete. The items will be held in storage until their disposal.

SUGGESTED MOTION:

Move to authorize deletion of items presented on attached list from property records.

**South Florida State College
Disposal Items
Oct-14**

Tag #	Date Purchased	Description	Cost	Condition Code
2921	5/21/1977	Rockwell 10" Tilting Arbor Table Saw	\$ 1,050.00	Poor
8615	5/19/1993	GBC Surebind 2000 Punch & Bind Machine	\$ 1,195.00	Poor
8626	6/4/1993	Testing Apparatus for Size Discrimination	\$ 1,335.33	Poor
8627	6/4/1993	Testing Apparatus for Numerical Sorting	\$ 1,335.33	Poor
8628	6/4/1993	Testing Apparatus for Independent Problem Solving	\$ 1,435.33	Poor
8629	6/4/1993	Testing Apparatus for Multi-level Sorting	\$ 1,635.34	Poor
8630	6/4/1993	Testing Apparatus for Eye	\$ 1,635.34	Poor
9559	12/8/1994	Single-door Reach-in Refrigerator	\$ 1,440.00	Poor
12101	12/21/1999	Hewlett Packard LaserJet 4050T Printer	\$ 1,094.23	Poor
12906	7/25/2001	1994 Cadillac DeVille Concours 4dr Drk Blue	\$ 13,550.00	Poor
12908	7/25/2001	1996 Chevrolet Blazer 2dr V6 White	\$ 12,090.00	Poor
12909	7/25/2001	1997 Chevrolet Astro Minivan V6 Drk Blue	\$ 12,830.00	Poor
13001	12/19/2001	1986 Chrysler LeBaron Drk Blue 2-dr	\$ 1,500.00	Poor
13343	4/30/2003	Bosch Jack Hammer	\$ 1,349.00	Poor
13889	12/6/2004	TRUE-T-49 NEW REFRIGERATOR	\$ 2,350.00	Poor
14605	4/25/2007	Latitude D620 Intel Core 2 Duo 1200 Laptop	\$ 1,744.99	Poor
14630	5/14/2007	Apple iMac, 20-inch, Intel Core 2 Duo,	\$ 2,367.00	Poor
15133	10/23/2007	Dell Latitude D531 AMD Turion 64x2 Mobile	\$ 1,366.59	Poor
15479	5/30/2008	Optiplex Computer 740 Minitower Althlon 64x2pc	\$ 1,018.59	Poor
TOTAL			\$ 62,322.07	

6.0 Planning and Policy Issues



OFFICE OF THE PRESIDENT

Item 6.1.1

PRESENT TO BOARD: NOVEMBER 5, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: POLICY DEVELOPMENT: POLICY 3.15 ADMISSION TO B.A.S., A.A., A.S.,
A.A.S., CERTIFICATE, OR SPECIAL COURSES/PROGRAMS

As we add two new Bachelor's in Science degrees (Bachelor of Science in Elementary Education and Bachelor of Science in Nursing) we will need to include in our policy title description (which currently only addresses the Bachelor of Applied Science). Additionally, as of this date we have removed all A.A.S. programs at the college.

In order to incorporate all types of baccalaureate and associate degree classifications it is easier to use a more global term that encompasses the many variations within the general headers of baccalaureate and associate degree.

We use both first come, first served processing of application, as well as, ranked-ordered application processing. Each program has specified guidelines for admission.

These changes to Policy 3.15 are offered for your consideration.

SUGGESTED MOTION:

Move to table the recommended changes to Policy 3.15 as presented.

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

POLICY NO. 3.15

TITLE: ADMISSION TO ~~BACCALAUREATE, ASSOCIATE, CERTIFICATE, DIPLOMA, B.A.S., A.A., A.S., A.A.S., CERTIFICATE,~~ OR SPECIAL COURSES/PROGRAMS

LEGAL AUTHORITY: FLORIDA STATUTES: 1001.64, 1001.65, 1004.64, 1007.263
STATE BOARD OF EDUCATION RULES:6A-14.030, 6A-14.031

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

The president is delegated the authority to develop admission criteria for instructional courses and/or programs, including limited access programs.

Educational courses and programs will be provided in advanced and professional education, postsecondary vocational, postsecondary adult vocational, continuing workforce education, apprenticeship, college preparatory, vocational preparatory, adult education, and community education.

Admission to courses and programs will be based upon appropriate statute and rule and differentiated criteria and ability to benefit as defined by the District Board of Trustees. Admissions procedures shall meet all applicable Equal Access/Equal Opportunity and Equity requirements.

Students who enroll in a college credit course must have a high school diploma that meets Florida requirements or high school equivalency scores that meet Florida standards provided their placement test results indicate the ability to progress successfully, or be a high school student utilizing an approved accelerated mechanism (dual enrollment, early admission, home schooled).

~~When faculty or program limitations restrict the size of enrollment, admission to the college and enrollment into a course or program will be granted in the order in which completed applications have been received by the Office of Admissions and Records, provide that all other requirements have been satisfactory met.~~

College-wide admissions are received by the Office of Admissions and Records and provide open-access to students except for those programs identified as selective admission. When programs have selective admissions enrollment requirements, published guidelines for admissions processing will be consistently applied to applicants.

The college reserves the right to grant probationary admission or, at its option, to deny admission to any applicant whose record of behavior indicates that he/she would interfere with the rights and privileges of other students.

HISTORY: Last Reviewed XX/XX/XX

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

Reviewed: 7/1/04, 7/1/07, 6/27/12

Revised: 8/18/88, 11/28/01, 1/28/09, XX/XX/XX

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: NOVEMBER 5, 2014

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSAL

Consideration of the following curriculum proposal is requested:

COURSE ADDITION

Add the following new honors course to expand the offerings of the Honors Program effective Spring 2015 (201520):

- **ECO 2013 – Macroeconomics - Honors (3 credits)**

SUGGESTED MOTION:

Move to approve the curriculum proposal as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: NOVEMBER 5, 2014
TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL
SUBJECT: FEE PROPOSAL

Consideration of the following fee proposal is requested:

New Fee – Cost of an electronic portfolio.

Table with 5 columns: Course Prefix#, Course Title, New Fee, Proposed Fee, Effective Term. Row 1: SSE 3312, Teaching Social Science in the Elementary School, \$14.00, New, Spring 2015

SUGGESTED MOTION:
Move to approve new fee proposal as presented.


8.0 *Purchasing and Other Action Items*

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: NOVEMBER 5, 2014
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: RESOURCE DEVELOPMENT REPORT

I. Grant Funded

Title: **Commercial Motor Vehicle Operator Training**
Source: Federal Motor Carrier Safety Administration
Amount: \$86,486
Description: The project will provide tuition assistance for 36 students to attend the SFSC commercial vehicle driving program, as well as funding for program promotion, advertising, and indirect expenses. This funding will have a significant impact on student enrollment in the commercial vehicle driving program, as it does not usually meet financial aid eligibility guidelines which forces most students to pay out-of-pocket. The project will emphasize recruiting and enrolling returning veterans in an effort to assist them with re-entry into the local workforce.

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 September/October 2014 meeting of the College District Board of Trustees. The included dates are September 11, 2014 through October 8, 2014. The total amount being reported is **\$69,234.65**

South Florida State College Foundation, Inc

Gift Summary Report 9/11/14-10/8/14

Fund ID	Fund Description	Gift				Total
		Count	Cash	Pledges	Other	
1000	Unrestricted	53	\$10,045.50	\$0.00	\$2,655.00	\$12,700.50
2000	Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$0.00	\$6.00
5011	SFSC General Scholarship	8	\$111.00	\$0.00	\$0.00	\$111.00
5014	Joe Johnston/Bette McDearman Memor	1	\$20.00	\$0.00	\$0.00	\$20.00
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5031	SFSC Community Fund	8	\$66.00	\$0.00	\$0.00	\$66.00
5032	SFSC Library Donations	3	\$35.00	\$0.00	\$0.00	\$35.00
5045	Athletic Booster Club	2	\$15.00	\$0.00	\$0.00	\$15.00
5057	Phi Theta Kappa	1	\$10.00	\$0.00	\$0.00	\$10.00
5065	Vinod Thakkar Endowed Scholarship	1	\$0.00	\$50,000.00	\$0.00	\$50,000.00
5095	Dental Programs	2	\$120.00	\$0.00	\$0.00	\$120.00
5108	MOFAC	2	\$7.50	\$0.00	\$0.00	\$7.50
5110	Highlands County Bar Association Schola	8	\$3,270.00	\$0.00	\$0.00	\$3,270.00
5137	Leadership Highlands	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
5148	Norman L. Stephens Endowment	2	\$40.00	\$0.00	\$0.00	\$40.00
5158	TSIC Scholarships	9	\$76.52	\$0.00	\$0.00	\$76.52
6005	SFSC General Endowment Fund	5	\$1,756.63	\$0.00	\$0.00	\$1,756.63
		108	\$16,579.65	\$50,000.00	\$2,655.00	\$69,234.65




OFFICE OF THE PRESIDENT

Item 9.4

PRESENT TO BOARD: NOVEMBER 5, 2014

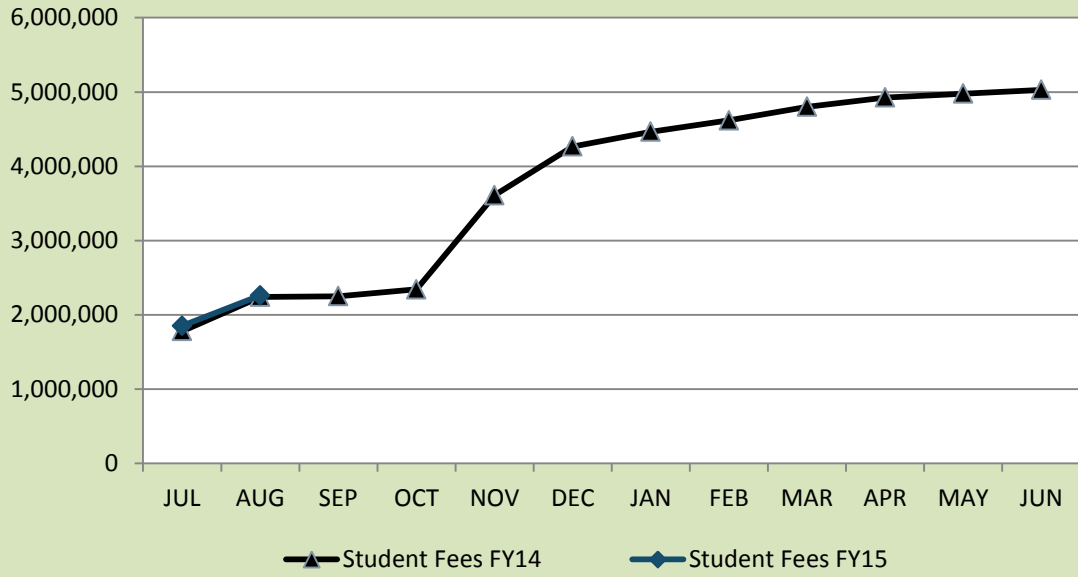
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

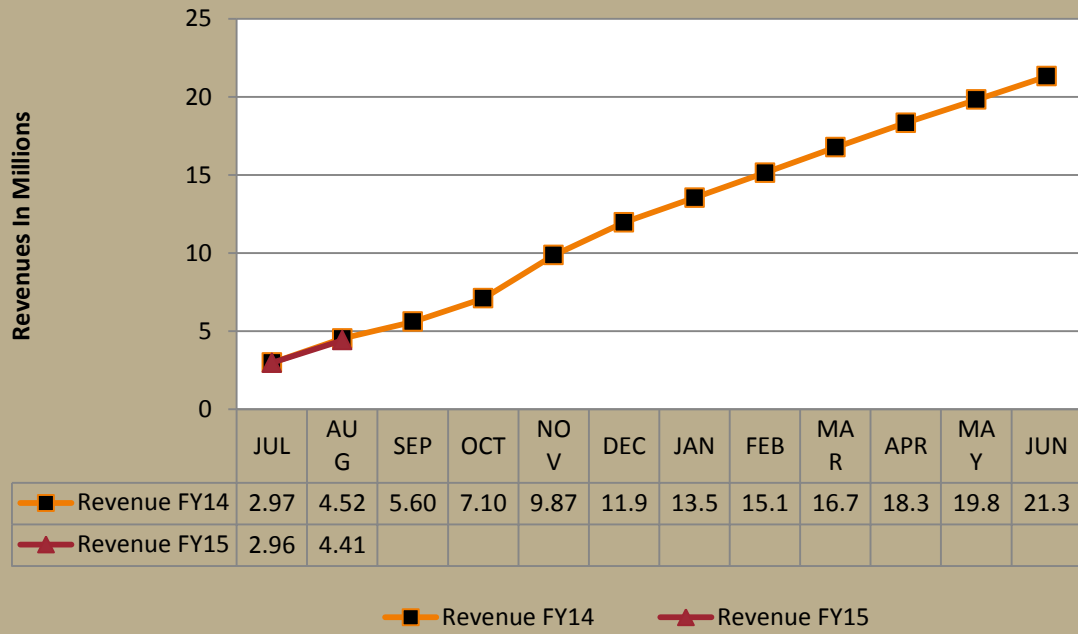
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

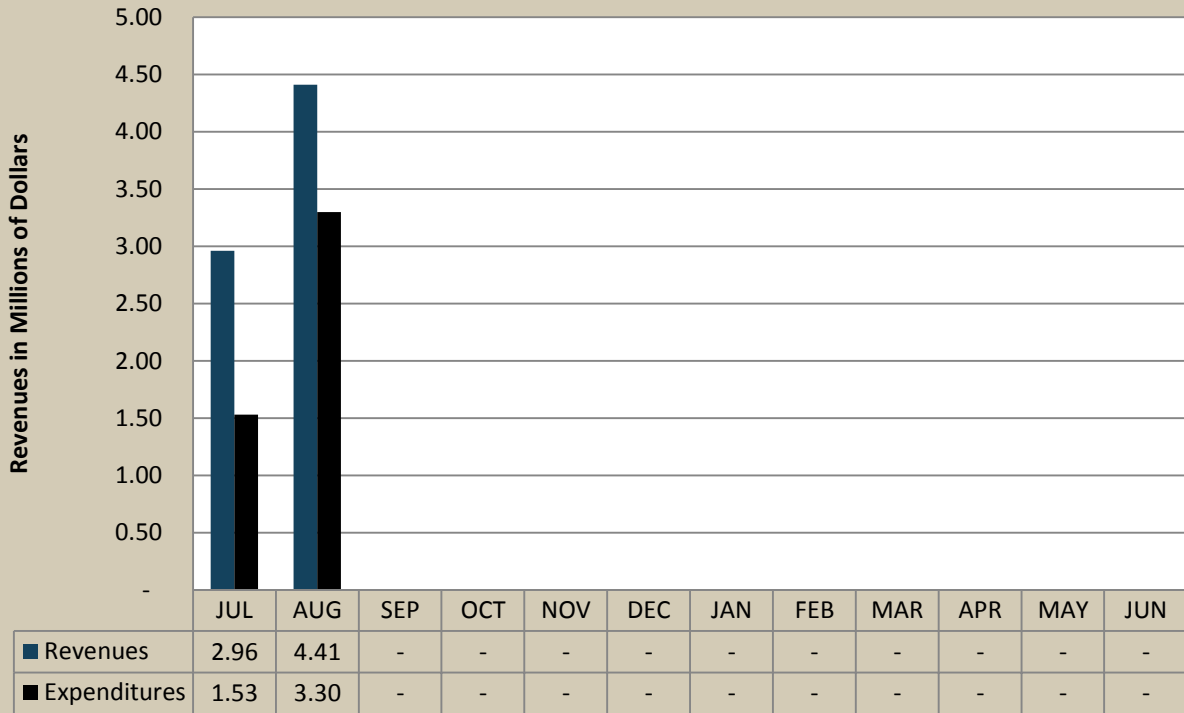
**South Florida State College
Fund 1 Student Fee Revenue, FY 14 vs FY 15**



South Florida State College Fund 1 Total Revenue, FY 14 vs FY 15



South Florida State College Fund 1 Total Revenues & Expenditures FY 15



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

Acct Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Tuition and Out of State Fees	\$ 4,643,831.00	\$ 1,937,418.75	\$ 2,706,412.25	41.72%
404XX	Laboratory Fees	488,200.00	195,857.45	292,342.55	40.12%
408XX	Technology Fees	209,000.00	92,376.66	116,623.34	44.20%
409XX	Other Student Fees	103,600.00	35,899.07	67,700.93	34.65%
41600	Grants and Contracts from Counties	31,004.00	-	31,004.00	0.00%
42110	FCSPF-General Revenue	12,303,849.00	2,050,642.00	10,253,207.00	16.67%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	3,575,283.00	-	3,575,283.00	0.00%
42900	Indirect Cost Recovered - State	1,000.00	-	1,000.00	0.00%
43900	Indirect Costs Recovered - Federal	100,000.00	17,590.44	82,409.56	17.59%
44100	Cash Contributions	9,000.00	3,784.10	5,215.90	42.05%
46400	Use of College Facilities	79,000.00	3,299.01	75,700.99	4.18%
466XX	Other Sales and Services	237,700.00	70,029.72	167,670.28	29.46%
48100	Interest and Dividends	7,500.00	1,388.37	6,111.63	18.51%
487XX	Fines and Penalties	4,250.00	(62.37)	4,312.37	-1.47%
49XXX	Transfers and Other Revenue	366,300.00	5,954.48	360,345.52	1.63%
	Total Revenues	\$ 22,161,667.00	\$ 4,414,177.68	\$ 17,747,489.32	19.92%
51XXX	Management	\$ 1,825,261.40	\$ 308,562.06	\$ 1,516,699.34	16.91%
52XXX	Instruction	4,610,659.45	490,427.24	4,120,232.21	10.64%
53XXX	Other Professional	2,890,567.41	459,803.94	2,430,763.47	15.91%
54XXX	Career Staff	2,663,556.05	430,576.31	2,232,979.74	16.17%
56XXX	Other Personnel Services-Instructional	1,021,844.00	70,719.50	951,124.50	6.92%
57XXX	Other Professional-Tech/Clerical/Trade	111,368.00	6,953.25	104,414.75	6.24%
58000	Student Employment -Inst Work Study	25,000.00	-	25,000.00	0.00%
58500	Employees Awards	11,500.00	-	11,500.00	0.00%
58501	Non-Recurring	97,620.00	-	97,620.00	0.00%
59XXX	Benefits	4,014,938.00	537,730.87	3,477,207.13	13.39%
	Total Personnel	\$ 17,272,314.31	\$ 2,304,773.17	\$ 14,967,541.14	13.34%
605XX	Travel	\$ 330,940.00	\$ 24,832.62	\$ 306,107.38	7.50%
61000	Freight and Postage	34,625.00	21,457.19	13,167.81	61.97%
615XX	Telecommunications	86,000.00	282.77	85,717.23	0.33%
62000	Printing	82,075.00	7,080.79	74,994.21	8.63%
625XX	Repairs and Maintenance	941,205.00	219,661.89	721,543.11	23.34%
63000	Rentals	176,160.00	20,367.01	155,792.99	11.56%
635XX	Insurance	368,288.00	216,726.75	151,561.25	58.85%
640XX	Utilities	1,415,600.00	168,306.83	1,247,293.17	11.89%
645XX	Other Services	670,535.00	109,809.41	560,725.59	16.38%
650XX	Professional Fees	165,650.00	12,239.00	153,411.00	7.39%
655XX	Education Office/Dept Material Supp	505,575.00	71,856.87	433,718.13	14.21%
657XX	Data Software-Non-Capitalized	35,520.00	73,799.22	(38,279.22)	207.77%
66000	Maint/Construction Material/Supp	276,000.00	22,488.64	253,511.36	8.15%
665XX	Other Materials and Supplies	123,725.00	7,106.50	116,618.50	5.74%
670XX	Subscriptions/Library Books	49,500.00	11,225.82	38,274.18	22.68%
67500	Purchases for Resale	60,505.00	2,122.99	58,382.01	3.51%
680XX	Scholarships	45,000.00	4,417.50	40,582.50	9.82%
69XXX	Transfers and Other Expenses	90,000.00	4,781.34	85,218.66	5.31%
	Total Current Expenses	\$ 5,456,903.00	\$ 998,563.14	\$ 4,458,339.86	18.30%
70600	Minor Equipment >1000<5000	\$ 25,000.00	\$ -	\$ 25,000.00	0.00%
	Total Capital Outlay	\$ 25,000.00	\$ -	\$ 25,000.00	0.00%