



**SFSC
District Board of Trustees
Regular Meeting
September 30, 2015**

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

**Tim Backer
Derren Bryan, Vice Chair
Tami Cullens
Louis Kirschner
Ken Lambert
Lana C. Puckorius
Kris Y. Rider, 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: SEPTEMBER 30, 2015

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 September 30, 2015 be adopted.

SUGGESTED MOTION:

**Move to adopt the agenda of the regular meeting of
September 30, 2015 as presented.**

**AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
SEPTEMBER 30, 2015
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 – August 26, 2015
 - 1.2.2 Regular Meeting – August 26, 2015
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Training Provider Agreement – CareerSource Heartland
 - 5.2.2 Training Provider Agreement – CareerSource Heartland
 - 5.2.3 Training Provider Agreement – Florida Department of Health (DeSoto)
 - 5.2.4 Training Provider Agreement – University of South Florida
 - 5.3 Grant Applications
 - 5.3.1 Financial Literacy for English Learners - \$5,000
 - 5.3.2 Young People's Theatre Program - \$6,100
 - 5.3.3 Building Strong Communities Program - \$2,500
 - 5.3.4 Museum of Florida Art and Culture (MOFAC) Advertising - \$1,000
 - 5.3.5 Highlands County Health Facilities Authority - \$25,000
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
 - None
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposal
 - 7.2 Fee Proposals
- 8.0 Other Action Item
- 9.0 Reports
 - 9.1 Financial Report
 - 9.2 Foundation Report
 - 9.3 Grants Development and Federal Relations 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: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – WORKSHOP – AUGUST 26, 2015

It is recommended that the minutes of the workshop held August 26, 2015 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the August 26, 2015 workshop as presented.

**WORKSHOP MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
AUGUST 26, 2015**

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

Absent: Dr. Louis Kirschner

Staff Present:	Mrs. Jamie Bateman	Dr. Kimberly Batty-Herbert
	Mr. Kevin Brown	Mrs. Tammy Bush
	Mrs. Anita Kovacs	Mrs. Deborah Latter
	Mr. Glenn Little	Mrs. Becky Sroda
	Dr. Sid Valentine	Dr. Chris van der Kaay
	Mrs. June Weyrauch	Mr. Keith Loweke
	Mrs. Courtney Green	Mr. Nelson Torres
	Ms. Tara Huften	Ms. Wynn Timer
	Mrs. Lorrie Key	Ms. Sara McGann
	Mrs. Leah Sauls	Mr. Manuel Cortazal
	Mr. Steve Ashworth	

Others in attendance: Mr. Marc Valero/Highlands Today

CALL TO ORDER

At 4:40 p.m., a workshop of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mrs. Kris Y. Rider.

Dr. Leitzel introduced Mr. Kevin Brown, Dean, Applied Sciences and Technologies, who shared a PowerPoint presentation and provided information regarding the college's new Fire Fighting certificate program and the program's facilities and equipment. A tour of the fire tower and facility had been planned; but, did not take place due to inclement weather. The tour will be rescheduled for the fall.

Mr. Brown then introduced faculty and staff members who will be involved with the program.

There being no further discussion, the workshop adjourned at 5:30 p.m. and a dinner break was taken before the beginning of the regular Board meeting.



OFFICE OF THE PRESIDENT

Item 1.2.2

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – AUGUST 26, 2015

It is recommended that the minutes of the regular meeting held August 26, 2015 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the August 26, 2015 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
AUGUST 26, 2015**

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

Absent: Dr. Louis H. Kirschner

Staff Present:	Mrs. Jamie Bateman	Dr. Kimberly Batty-Herbert	Mr. Kevin Brown
	Mrs. Tammy Bush	Ms. Cindy Garren	Mrs. Susie Hale
	Mrs. Anita Kovacs	Mrs. Deborah Latter	Mr. Glenn Little
	Dr. Lindsay Lynch	Dr. Mike McLeod	Mrs. Becky Sroda
	Dr. Sid Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch
	Dr. Tim Wise	Ms. Andrea Lott	Ms. Amy Hart
	Mrs. Renee LaDue	Mr. Keith Loweke	Ms. Mollie Doctrow
	Mr. Keith Cavedo	Ms. Vivian Lawton	Dr. Deborah Fuschetti

Others Present:

CALL TO ORDER

At 6:02 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mrs. Kris Y. Rider.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Cullens made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held August 26, 2015. 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

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held July 22, 2015. 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:

Employee	Position	Supervisor	Hired
Keith Cavedo	Instructor, English	Stacy Sharp	08/17/15
Amy Hart	Director, Testing/Assessment	Tim Wise	07/20/15
Vivian Lawton	Custodian	Renee LaDue	07/01/15
Andrea Lott	Coordinator, Residence Life and Title IX	Tim Wise	07/06/15

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION**4.1 MUSEUM OF THE CULTURAL ARTS (MOFAC)**

Ms. Cindy Garren introduced Ms. Mollie Doctrow, MOFAC curator, who gave a presentation on the upcoming MOFAC programs including art exhibits, Third Thursdays, and Lunch and Learn. She also highlighted collections such as Cracker Cowboy, Peter Powell Roberts at South Florida State College, Highwaymen, and the Wildflower Wayside Shrine Trail, etc.

5.0 CONSENT AGENDA ACTION ITEMS**5.1 Personnel Actions**

Approved a list of appointments, full-time professional staff; full-time career services staff; appointments, faculty; resignations; retirements; and adjunct faculty 2015-16, academic year as needed. **(EXHIBIT "A")**

5.2 Agreement and Contracts

5.2.1 Approved the **renewal** of a services agreement with Avè Maria University Preparatory School as presented. **(EXHIBIT "B")**

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

5.3 Grant Applications**5.3.1 Retired and Senior Volunteer Program (RSVP)**

Corporation for National and Community Service \$3,000.00

5.3.2 Heartland Tales

National Endowment for the Arts
Our Town Program \$150,000.00

5.3.3 Energizing the Arts

Duke Energy \$9,000.00

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register and summary through July 2015. **(EXHIBIT "D")**

5.4.2 Budget Amendment 2015-16

Approved the budget amendment 2015-16 to adjust the FCSPF to \$12,696,024 as presented. **(EXHIBIT "E")**

5.4.3 Computer Donation

Approved the donation of seven (7) computers to Ridge Area ARC as presented. **(EXHIBIT "F")**

5.4.4 Computer Donation

Approved the donation of one hundred twenty-three (123) computers to the School Board of Highlands County as presented. **(EXHIBIT "G")**

5.4.5 Furniture Donation

Approved the donation of furniture to Walker Memorial Academy as presented. **(EXHIBIT "H")**

5.4.6 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of **\$23,885.13** as presented. **(EXHIBIT "I")**

Mr. Lambert asked for talking points on agenda item #5.4.2 to discuss with legislators for our college and the college system.

Mr. Wright made a motion, seconded by Mrs. Backer, to approve the Consent Agenda, Items 5.1 through 5.4.6 as presented. Mr. Bryan stated that he is a CareerSource Heartland Board member. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Valentine introduced the curriculum proposals. **(EXHIBIT "J")**

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Local Hazard Mitigation Strategy (LMS) Plan

Vice President Little presented the Highlands County Multi-Hazard Local Mitigation Plan and resolution for consideration. **(EXHIBIT "K")**

Mrs. Puckorius made a motion, seconded by Mr. Backer, to accept and adopt the Highlands County Multi-Hazard Local Mitigation Plan and resolution 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 Financial Report

Mrs. Kovacs reported on the financial graphs and a summary of revenue and expenditures through the month of June 2015 as information items. (**EXHIBIT "L"**)

9.2 Foundation Report

Mrs. Bateman reported that South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$24,772.66** from July 14, 2015 through August 13, 2015. She also gave a shared photos from the 50th Anniversary Employee Appreciation Luncheons held during Convocation Week 2015 at the DeSoto Campus, Hardee Campus, and Lake Placid Center. Mrs. Bateman stated that in the upcoming weeks, she will be speaking at many club and organization meetings throughout the district to share information about the Foundation.

9.3 Resource Development

I. Grants Development Report

Dr. Lynch distributed and reported on the Grants Development Report dated 8/26/15.

II. Funded Grant Proposals

A. Student Support Services

U.S. Department of Education, Office of TRiO Programs \$1,100,000

B. Spanish Colonial Foodways

Florida Humanities Council \$500

III. Declined Grant Proposals

A. Integrating Direct Sampling and Remote Sensing into Software-Based Management of HLB in Citrus in Florida and California

USDA \$3,500,000

B. Multi-sensor Approach to Quantify Severity and Impact of Huanglongbing

USDA \$3,500,000

IV. Federal Legislative Report

Dr. Lynch gave a brief presentation on the status of the federal budget and expected FY16 funding opportunities.

9.4 President's Report

Dr. Leitzel reported on the following college activities:

1. Thanked Mr. Backer and Mrs. Puckorius for their work related to the Fire Science Facility and Program.
2. Handed out the SFSC 50th Anniversary supplement printed by *The Sebring NewSun* newspaper.
3. Reported on upcoming 50th Anniversary Celebration planned events – October 3 Hardee Barn Bash and the November 7 Lake Placid Sock Hop.
4. Shared a photo of the sign placed at the entrance of the Highlands Campus by Avon Park Lakes Baptist Church stating that the congregation is praying for our school, students, and staff. He stated that he had sent a letter of appreciation to Reverend George Hall, senior pastor of the church.
5. Dean Becky Sroda reported on the recent Health Sciences Completion and Licensing for 2015. Dr. Leitzel congratulated the faculty and staff for their efforts.
6. Shared with the Trustees that SFSC Alumni, Forrest "Max" Gooding was selected as one of the recipients of the LeRoy Collins Alumni Award. Mrs. Latter submitted his

nomination. Mr. Gooding will be presented the award at the AFC Annual Conference held in November.

7. Shared a photo of the college's first Women's Cross Country Team. Time trials will be held Saturday, August 26, on the Highlands Campus.
8. Reported the Lady Panthers Volleyball Team held their season opener last night. They played well to a good crowd.
9. Presented the 2014-15 final enrollment numbers for the State and reported that SFSC finished second for the highest enrollment growth percentage. He could not present fall enrollment numbers as classes had begun this week.
10. Reported that he had an opportunity recently to meet Ms. Madeline Pumariega, the new FCS Chancellor.
11. Gave a review of 2015 Convocation beginning with the opening session on Monday, August 17 with a morning reception, meeting, luncheon, campus store dedication, and faculty meetings. Events continued throughout the week. He shared many photos and commended Mr. Bryan on his great presentation.
12. Shared photos of students, faculty, and staff that were taken August 24 & 25 during the Welcome Students event which occurred each morning.
13. Thanked the Trustees for allowing him the opportunity to negotiate an agreement for naming rights to the Theatre for the Performing Arts.

9.5 Board Attorney's Report

Mrs. Karlson stated that it was a pleasure working with Dr. Leitzel and Vice President Little on the agreement for the naming rights to the Theatre for the Performing Arts.

9.6 Board Members' Reports

Mrs. Puckorius stated that she appreciated Dr. Leitzel's President's Report. It contained a lot of good information.

Mr. Backer stated no report.

Mr. Lambert thanked Dr. Leitzel, Vice President Little, and Mrs. Karlson for their efforts and the amount of time spent on negotiating the agreement for the naming rights to the Theatre for the Performing Arts. He also thanked Mrs. Rider for conducting her first meeting as DBOT Chair.

Mrs. Cullens thanked Mrs. Rider for conducting her first meeting as DBOT Chair.

Mr. Wright welcomed Mrs. Rider as DBOT Chair.

Mr. Bryan stated no report.

9.7 Board Chair Report

Mrs. Rider thanked everyone for a good meeting.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:00 p.m.



OFFICE OF THE PRESIDENT

Item 1.4

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MEETING SCHEDULE AND 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 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

SEPTEMBER 2015	OCTOBER 2015	NOVEMBER 2015
30 Board Meeting, 6 PM Highlands Campus	1 Press Conference, 10 AM Highlands Campus 3 **Hardee Campus Barn Bash 5-8 PM 14-17 ACCT Leadership Congress San Diego, CA 15 **Coming Home: MOFAC An exhibition of artwork by SFSC alumni 28 Board Meeting, 6 PM Highlands Campus	7 **Lake Placid Center Sock Hop, 7-10 PM 11-13 66 th AFC Annual Meeting and Conference and Trustees' Commission Meeting, Orlando 19 Theatre Recognition Event 30 SFSC Foundation, Jacaranda Jubilee, 6 PM
DECEMBER 2015	JANUARY 2016	FEBRUARY 2016
7 SFSC Foundation Open House (Save the Date) 9 Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus 10 SFSC Foundation Christmas Luncheon, 12 PM 16 Employee Holiday Luncheon 11:30 AM, Cafeteria 17 Fall Commencement	19-20 Trustees' Legislative Conference, Tallahassee 27 Board Meeting, 6 PM Highlands Campus	8-11 ACCT Nat'l Legislative Summit, Washington, DC 11 SFSC Foundation Donor Appreciation Event (Save the Date) 24 Board Meeting, 5 PM Highlands Campus 24 Artist Series Performance, 7 PM, <i>Saturday Night Fever</i>
MARCH 2016	APRIL 2016	MAY 2016
5 SFSC Panther 5K Walk/Run, Highlands Campus, 8 AM 23 Board Meeting, 6 PM Highlands Campus	23 SFSC Foundation Spring Gala and Annual Meeting, 6 PM 27 Board Meeting, 6 PM Highlands Campus (Student Activities Presentation)	5 Spring Commencement 25 Budget Workshop, 4 PM followed by Board Meeting, 6 PM Highlands Campus
JUNE 2016	JULY 2016	AUGUST 2016
22 Board Meeting, 6 PM Highlands Campus	27 Board Meeting, 6 PM Highlands Campus	24 *Board Meeting, 6 PM Highlands Campus

*Tentative

**SFSC 50th Anniversary Events
New Since Last Meeting

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Bello, Adela	Testing Specialist	Amy Hart	06/17/15
De Santiago, Brenda	Welcome Center Support Specialist	Lynn Hintz	09/01/15
Rodriguez, Susan	Custodian	Renee LaDue	08/03/15
Simmons, Laura	Instructor, Nursing	Michele Heston	08/17/15

3.0 *Public Comment*

4.0 *Presentations*

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: SEPTEMBER 30, 2015

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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OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PERSONNEL ACTIONS

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

I. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Dobson-Hacker, Linda	Grants Development Specialist	09/01/15

II. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Ramirez, Beatriz	Coordinator, Financial Aid	09/30/15
Lancaster, Sarah	Instructor, Agri-Science	12/18/15

III. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Atiga, Norvillo	Custodian	09/29/15
Morey, Richard	Coordinator, Criminal Justice Program	01/31/16
Futral, Cathy	Professor, Art	05/05/16
Doctrow, Mollie	MOFAC Curator	06/30/16

IV. ADJUNCT FACULTY, 2015-16, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Branham, Chasity	Criminal Justice	I
Carter, Linda	English (Dual Enrollment)	II
Durham, Michael	Criminal Justice/Law	I
Fauteux, Yvette	Nursing	IIIB
Pratts Martinez, Luis	Criminal Justice	IV
Reeder, Melody	Nursing (Clinicals Only)	III

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.

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OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – CAREERSOURCE HEARTLAND

Approval is requested enter into a **new** training provider agreement between CareerSource Heartland and South Florida State College for the purpose of providing training to in-school and out-of-school youth in DeSoto, Hardee, and Highlands counties. This agreement renews annually.

SUGGESTED MOTION:

Move to approve entry into a new training provider agreement with CareerSource Heartland as presented.



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – CAREERSOURCE HEARTLAND

Approval is requested enter into a **new** training provider agreement between CareerSource Heartland and South Florida State College for the purpose of providing services to include wage verification, wage tracking, and job placement in DeSoto, Hardee, and Highlands counties. This agreement renews annually.

SUGGESTED MOTION:

Move to approve entry into a new training provider agreement with CareerSource Heartland as presented.

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OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – FLORIDA DEPARTMENT OF HEALTH
(DESOTO)

Approval is requested to enter into a **new** training provider agreement between the Florida Department of Health (Desoto) and South Florida State College for the purpose of allowing Nursing and Dental students to obtain clinical experience at its facility in Arcadia. This agreement renews annually.

SUGGESTED MOTION:

Move to approve entry into a new training provider agreement with the Florida Department of Health (DeSoto) as presented.



OFFICE OF THE PRESIDENT

Item 5.2.4

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – UNIVERSITY OF SOUTH FLORIDA

Approval is requested to enter into a **new** training provider agreement between the University of South Florida – Small Business Development Center (USF-SBDC) and South Florida State College. This new agreement states that SFSC no longer acts as the fiscal agent for funds contributed from the DeSoto County, Hardee County, and Highlands County agencies. This agreement renews annually.

SUGGESTED MOTION:

Move to approve entry into a new training provider agreement with the University of South Florida – Small Business Development Center as presented.

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OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – FINANCIAL LITERACY FOR ENGLISH LEARNERS

Title: **Financial Literacy for English Learners**

Source: Florida Literacy Coalition

Amount: \$5,000.00

Description: Through this project, SFSC will adopt the Wells Fargo Bank *Hands on Banking* as part of the Adult Education ESOL curriculum. These modules will complement the college's life skills English language instruction program for adults. Grant funds will be used to purchase materials and provide instructor training.

SUGGESTED MOTION:

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

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OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – YOUNG PEOPLE’S THEATRE PROGRAM

Title: **Young People’s Theatre Program**
Source: Well Fargo Bank Community Investment Program
Amount: \$6,100.00
Description: SFSC is requesting financial support to expand our popular Young People’s Theatre program to include students from Hardee and DeSoto counties.

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: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – BUILDING STRONG COMMUNITIES PROGRAM

Title: **Building Strong Communities Program**

Source: Florida Blue Foundation

Amount: \$2,500.00

Description: Funds are being requested to support two MOFAC exhibits, *Visions of Florida: The Photography of Clyde Butcher* and *Celebrating Florida Archaeology*, February 10 to April 28, 2016.

SUGGESTED MOTION:

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

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OFFICE OF THE PRESIDENT

Item 5.3.4

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – MUSEUM OF FLORIDA ART AND CULTURE (MOFAC)
ADVERTISING

Title: **Museum of Florida Art and Culture (MOFAC) Advertising**
Source: Highlands County Tourist Development Council
Amount: \$1,000.00
Description: Funds are being requested to cover printing costs for the 2015-16 MOFAC programs, and event promotion in Polk, Sarasota, DeSoto, Hardee, and Manatee counties for *Visions of Florida* and *Pygmy Fringe Festival*. This grant program is designed specifically to advertise outside of Highlands County.

SUGGESTED MOTION:

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



OFFICE OF THE PRESIDENT

Item 5.3.5

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – HIGHLANDS COUNTY HEALTH FACILITIES AUTHORITY

Title: **Highlands County Health Facilities Authority**
Source: Adventist Health System Accounts Receivable Program Bond Issue
Amount: \$25,000.00
Description: Funds are being requested to augment and upgrade instructional technology in the Nursing program.

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: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL WARRANT SUMMARY

The law requires that warrants be approved and made available for review. Detailed information on all disbursements for August 2015 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:								
	2015/2016 Checks		2015/2016 Electronic Payments		2015/2016 P-Card		2015/2016 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	400	\$353,640.23	159	\$1,300,318.94	466	\$280,288.67	1025	\$1,934,247.84
Aug	151	200,782.98	186	904,500.25	456	248,727.78	793	\$1,354,011.01
Sept							0	\$0.00
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	551	\$554,423.21	345	\$2,204,819.19	922	\$529,016.45	1818	\$3,288,258.85

Payroll:							
	2015/2016 Checks		2015/2016 Electronic Payments			2015/2016 Totals	
	No.	Amount	No.	Amount		No.	Amount
July	33	\$38,955.01	507	\$856,817.58		540	\$895,772.59
Aug	21	32,349.77	379	793,485.15		400	\$825,834.92
Sept						0	\$0.00
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	54	\$71,304.78	886	\$1,650,302.73		940	\$1,721,607.51

Accounts Payable:						
	2014/2015			2015/2016		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	1,013	\$1,702,325.53	\$1,702,325.53	1,025	\$1,934,247.84	\$1,934,247.84
August	894	1,664,359.84	\$3,366,685.37	793	1,354,011.01	\$3,288,258.85
September	2,097	2,673,359.12	\$6,040,044.49			
October	1,818	2,688,849.08	\$8,728,893.57			
November	1,345	1,894,451.37	\$10,623,344.94			
December	1,142	1,779,306.86	\$12,402,651.80			
January	948	1,703,609.48	\$14,106,261.28			
February	2,344	3,310,555.98	\$17,416,817.26			
March	1,324	1,931,347.88	\$19,348,165.14			
April	1,112	1,251,017.23	\$20,599,182.37			
May	1,049	1,434,212.89	\$22,033,395.26			
June	1,471	1,858,009.22	\$23,891,404.48			
Totals	16,557	\$23,891,404.48		1,818	\$3,288,258.85	

Payroll:						
	2014/2015			2015/2016		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	510	\$882,414.39	\$882,414.39	540	\$895,772.59	\$895,772.59
August	403	845,772.63	\$1,728,187.02	400	825,834.92	\$1,721,607.51
September	406	838,801.90	\$2,566,988.92			
October	484	914,266.07	\$3,481,254.99			
November	497	990,341.21	\$4,471,596.20			
December	501	949,644.19	\$5,421,240.39			
January	471	868,660.22	\$6,289,900.61			
February	474	877,390.77	\$7,167,291.38			
March	484	884,891.29	\$8,052,182.67			
April	468	906,636.76	\$8,958,819.43			
May	501	928,920.38	\$9,887,739.81			
June	451	904,453.55	\$10,792,193.36			
Totals	5650	\$10,792,193.36		940	\$1,721,607.51	

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: SEPTEMBER 30, 2015

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 REINSTATEMENT

Reinstate selected topic course to compliment Network Security CCC program. Course will provide Highlands Career Institute students the opportunity to do lab work that will strengthen course theory covered in the formal classroom setting, effective Fall 2015 (201610).

CET 2930C Selected Topics in Computer Networking (1-4 credits)

SUGGESTED MOTION:

Move to approve the curriculum proposal as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FEE PROPOSALS

Consideration of the following fee proposals is requested:

New Fee – Name tags needed for Elementary Education students to wear during internship at school sites.

Course Prefix#	Course Title	New Fee	Proposed Fee	Effective Term
EDE 4942	Elementary Education Internship I	\$12.00	New	Fall 2015

Delete Fee – Fee no longer required for A+ Certification.

Course Prefix#	Course Title	New Fee	Proposed Fee	Effective Term
CTS 1940	Network Security Internship	\$188.00	Delete	Fall 2015

SUGGESTED MOTION:

Move to approve the fee proposals as presented.

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

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8.0 Purchasing and Other Action Items

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: SEPTEMBER 30, 2015

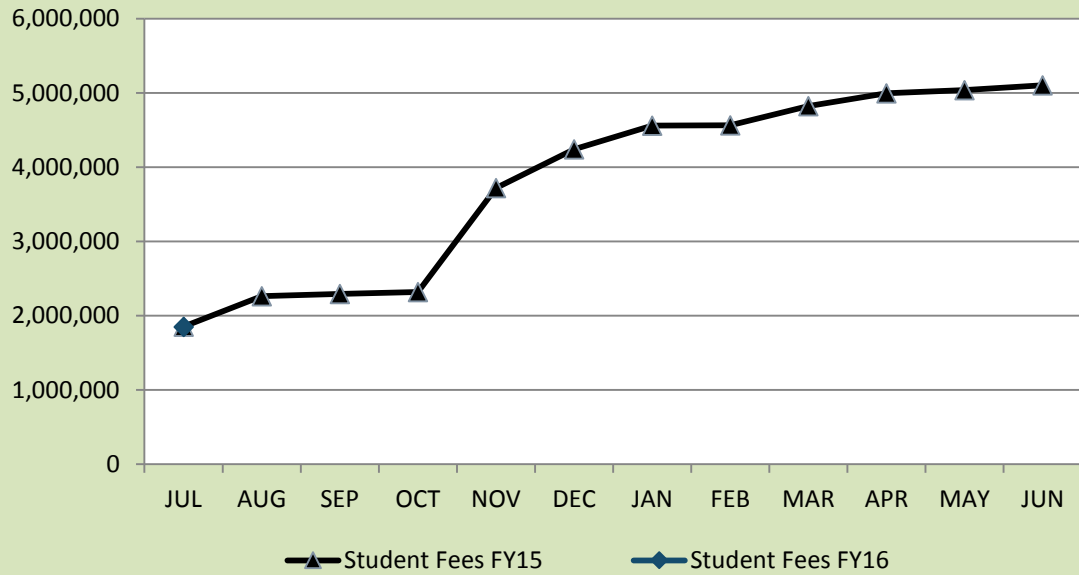
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

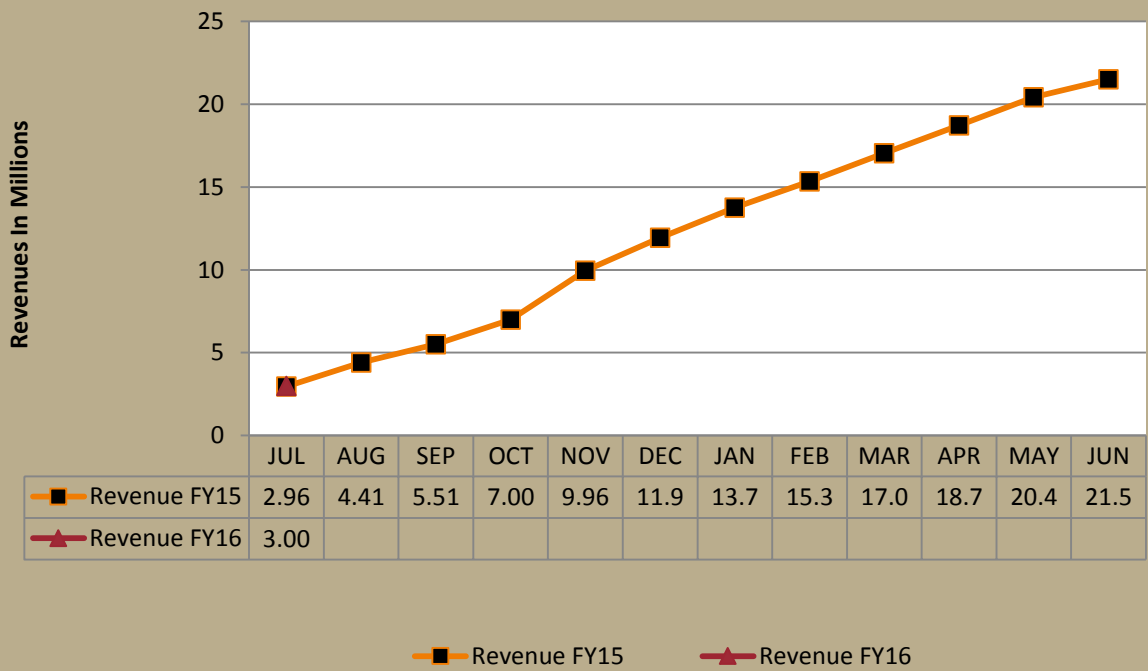
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached for your review are the graphs and a summary of revenues and expenditures of the College through July, 2015.

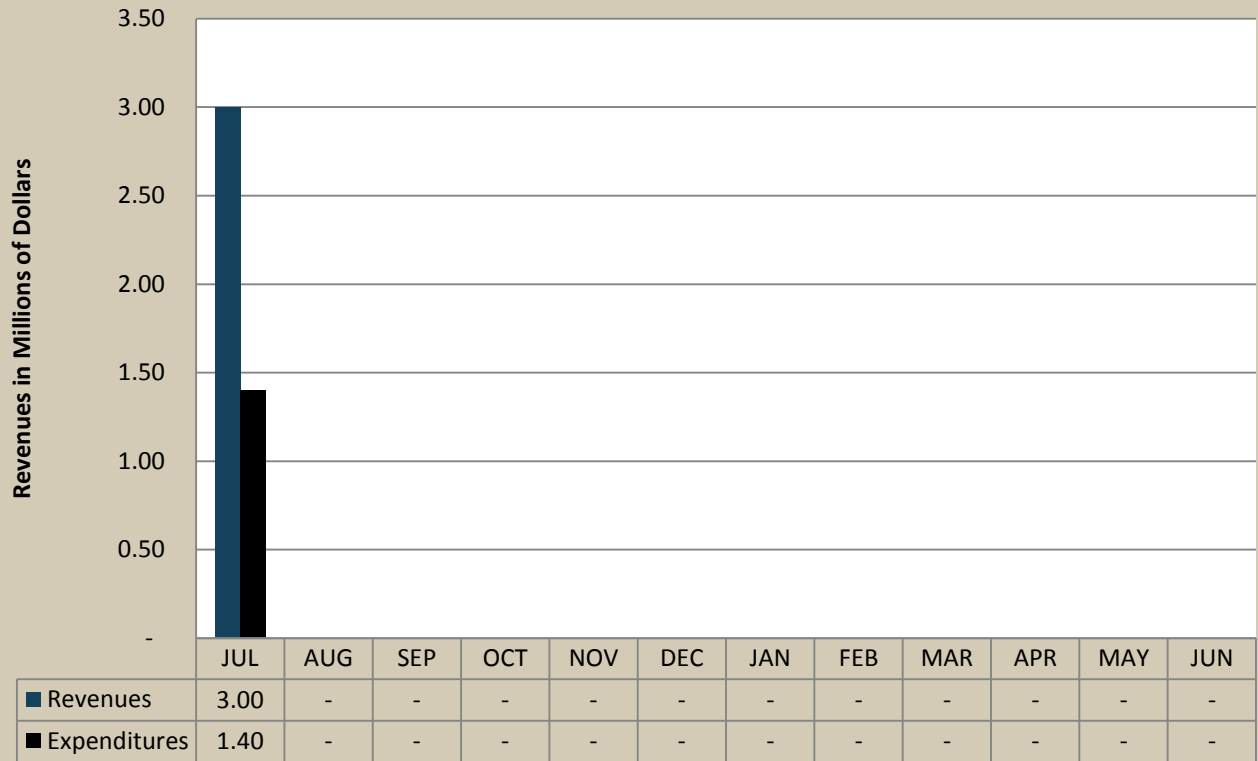
**South Florida State College
Fund 1 Student Fee Revenue, FY 15 vs FY 16**



South Florida State College Fund 1 Total Revenue, FY 15 vs FY 16



South Florida State College Fund 1 Total Revenues & Expenditures FY 16



South Florida State College					
Revenue and Expenditures					
For the Month Ending July 31, 2015					
Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Tuition and Out of State Fees	\$ 4,510,068.00	\$ 1,608,179.11	\$ 2,901,888.89	35.66%
404XX	Lab Fees	398,350.00	139,656.00	258,694.00	35.06%
408XX	Technology Fees	189,000.00	77,467.88	111,532.12	40.99%
409XX	Other Student Fees	72,750.00	22,171.33	50,578.67	30.48%
416XX	Grants and Contracts from Counties	18,000.00	-	18,000.00	0.00%
42110	FCSPF-General Revenue	12,697,134.00	1,056,465.00	11,640,669.00	8.32%
42150	Perform Based Incentive Fnd-FCSPF	40,000.00	-	40,000.00	0.00%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	3,433,156.00	-	3,433,156.00	0.00%
43900	Indirect Costs Recovered - Federal	155,000.00	9,243.90	145,756.10	5.96%
44100	Cash Contributions	12,000.00	2,236.00	9,764.00	18.63%
46400	Use of College Facilities	85,000.00	475.20	84,524.80	0.56%
466XX	Other Sales and Services	262,350.00	78,090.97	184,259.03	29.77%
48100	Interest and Dividends	16,000.00	1,779.47	14,220.53	11.12%
487XX	Fines and Penalties	3,375.00	(69.45)	3,444.45	-2.06%
49XXX	Transfers and Other Revenues	288,000.00	2,102.60	285,897.40	0.73%
	Total Revenue	\$ 22,182,333.00	\$ 2,997,798.01	\$ 19,184,534.99	13.51%
51XXX	Management	1,816,000.00	151,693.51	1,664,306.49	8.35%
52XXX	Instruction	4,524,680.00	131,011.38	4,393,668.62	2.90%
53XXX	Other Professional	2,840,034.00	234,178.44	2,605,855.56	8.25%
54XXX	Career Staff	2,610,049.00	205,837.40	2,404,211.60	7.89%
56XXX	Other Professional Services-Instructional	1,114,812.00	80.00	1,114,732.00	0.01%
57XXX	Other Professional-Tech/Clerical/Trade	114,990.00	4,521.71	110,468.29	3.93%
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	121,467.00	-	121,467.00	0.00%
59XXX	Benefits	4,021,468.00	235,999.88	3,785,468.12	5.87%
	Total Personnel	17,200,000.00	\$ 963,322.32	\$ 16,236,677.68	5.60%
605XX	Travel	317,288.00	14,362.72	302,925.28	4.53%
61000	Freight and Postage	32,495.00	6,761.68	25,733.32	20.81%
61500	Telecommunications	86,000.00	-	86,000.00	0.00%
62000	Printing	81,275.00	186.73	81,088.27	0.23%
625XX	Repairs and Maintenance	970,668.00	24,134.76	946,533.24	2.49%
63000	Rentals	160,745.00	8,923.43	151,821.57	5.55%
635XX	Insurance	413,750.00	211,407.00	202,343.00	51.10%
640XX	Utilities	1,440,600.00	50,934.30	1,389,665.70	3.54%
645XX	Other Services	641,907.00	60,589.81	581,317.19	9.44%
64700	Grant Aid	4,280.00	251.00	4,029.00	5.86%
650XX	Professional Fees	202,540.00	625.00	201,915.00	0.31%
655XX	Education Office/Dept Material Supp	506,970.00	26,436.70	480,533.30	5.21%
657XX	Data Software - Non Capitalized	34,620.00	14,788.00	19,832.00	42.72%
665XX	Other Materials and Supplies	391,800.00	6,775.51	385,024.49	1.73%
670XX	Subscriptions/Library Books	49,500.00	7,701.16	41,798.84	15.56%
67500	Purchases for Resale	54,005.00	1,238.72	52,766.28	2.29%
680XX	Scholarships	45,000.00	3,188.00	41,812.00	7.08%
69XXX	Transferes and Other Expenses	90,000.00	218.00	89,782.00	0.24%
	Total Current Expenses	\$ 5,523,443.00	\$ 438,522.52	5,084,920.48	7.94%
70600	Minor Equipment >1000<5000	\$ 35,000.00	-	35,000.00	0.00%
	Total Capital Outlay	\$ 35,000.00	\$ -	\$ 35,000.00	0.00%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FOUNDATION REPORT

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 August 2015 meeting of the College District Board of Trustees. The included dates are August 14, 2015 through September, 2015. The total amount being reported is **\$228,576.14**.

South Florida State College Foundation, Inc.
Gift Summary Report 8/14/15 - 9/9/15

Fund ID	Fund Description	# Gifts	Cash	Pledges	Other	Total
1000	Unrestricted	31	\$975.50	\$0.00	\$0.00	\$975.50
2000	Jacaranda Restoration Fund	2	\$56.00	\$0.00	\$0.00	\$56.00
5011	SFSC General Scholarship	8	\$4,946.00	\$0.00	\$0.00	\$4,946.00
5014	Joe Johnston/Bette McDearman Memorial	1	\$20.00	\$0.00	\$0.00	\$20.00
5025	General Nursing Scholarship	2	\$8,893.46	\$0.00	\$0.00	\$8,893.46
5031	SFSC Community Fund	6	\$41.00	\$0.00	\$0.00	\$41.00
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
5095	Dental Programs	3	\$45.00	\$0.00	\$576.16	\$621.16
5097	SFSC Flower Fund	1	\$5.00	\$0.00	\$0.00	\$5.00
5108	MOFAC	1	\$2.50	\$0.00	\$0.00	\$2.50
5128	Helios Education Foundation First Generation Scholars	1	\$2,829.00	\$0.00	\$0.00	\$2,829.00
5148	Norman L. Stephens Endowment	1	\$20.00	\$0.00	\$0.00	\$20.00
5158	TSIC Scholarships	9	\$76.52	\$0.00	\$0.00	\$76.52
6005	SFSC General Endow. Fund Partnership Project	4	\$210,030.00	\$0.00	\$0.00	\$210,030.00
Grand Totals:			\$227,999.98	\$0.00	\$576.16	\$228,576.14



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: SEPTEMBER 30, 2015

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT AND FEDERAL RELATIONS REPORT

Funded Grant Proposals

Title: **Panther Tech**
Source: Florida Department of Education FICAPS
Amount: \$25,000.00
Description: SFSC has been awarded funds to develop new career pathways options for GED students in Business & Computer Science and Advanced Manufacturing & Industrial Technology. Grant funds will be used for instructional design, materials development, student advising, and classroom materials and supplies.

Title: **Adult General Education**
Source: Florida Department of Education
Amount: \$217,863.00
Description: SFSC has been awarded funds to provide Adult Basic Education and GED instruction for adults in Highlands County. Grant funding will be used for instructional personnel, student support, software, and classroom materials.

Title: **Highlands County EL/Civics**
Source: Florida Department of Education
Amount: \$43,544.00
Description: SFSC has been awarded funds to provide ESOL and civics instruction for adults in Highlands County. Grant funding will be used for direct student instruction, student advising, and instructional materials and supplies.

Title: **Hardee County EL/Civics**
Source: Florida Department of Education
Amount: \$23,642.00
Description: SFSC has been awarded funds to provide ESOL and civics instruction for adults in Hardee County. Grant funding will be used for direct student instruction, student advising, and instructional materials and supplies.

Title: **Perkins Rural and Sparsely Populated**
Source: Florida Department of Education
Amount: \$83,631.00
Description: Funds have been awarded to provide instructional personnel for the SFSC Nursing program, as well as materials, supplies, and minor equipment for the Logistics and Cyber Security programs.

Declined Grant Proposals

None to Report

Federal Legislative Report

Brief presentation on the status of the federal budget and expected FY16 funding opportunities.