



**SFSC
District Board of Trustees
Regular Meeting
February 22, 2017**

**Highlands Campus
1:00 p.m.**

**Derren Bryan, Chair
Tim Backer, Vice Chair
Tami Cullens
Louis Kirschner
Ken Lambert
Lana C. Puckorius
Kris Y. Rider
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: FEBRUARY 22, 2017

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 February 22, 2017 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of February 22, 2017 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
FEBRUARY 22, 2017
1:00 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 – January 18, 2017
 - 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 – None
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Affiliation Agreement – Board of County Commissioners of Charlotte County
 - 5.3 Grant Applications
 - 5.3.1 Retired and Senior Volunteer Program (R.S.V.P) - \$44,534
 - 5.3.2 Hispanic-Serving Institutions Education Grants Program - \$250, 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 Proposals
 - 7.2 General Program Updates
- 8.0 Other Action Items - None
- 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: FEBRUARY 22, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – JANUARY 18, 2017

It is recommended that the minutes of the regular meeting held January 18, 2017 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the January 18, 2017 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JANUARY 18, 2017**

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

Excused: Ms. Melissa Lee

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
	Dr. Robert Flores	Mr. Gregson Fortaleza	Dr. Deborah Fuschetti
	Ms. Cindy Garren	Mrs. Susie Hale	Dr. Michele Heston
	Mrs. Deborah Latter	Mr. Glenn Little	Dr. Lindsay Lynch
	Mr. Lynn MacNeill	Mr. Frankie Rodriguez Martinez	Mr. Richard Merritt
	Mrs. Asena Mott	Dr. Sidney Valentine	Dr. Chris van der Kaay
	Mrs. June Weyrauch	Dr. Tim Wise	

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 1:03 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mr. Derren Bryan.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Backer made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held January 18, 2017 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.

1.2 Approval of Minutes

1.2.1 Planning Workshop Minutes

Mrs. Rider made a motion, seconded by Mrs. Cullens, to approve the minutes of the planning workshop held December 7, 2016 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.**

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held December 7, 2016 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.**

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed. No changes were recommended.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introductions

Employee	Position	Supervisor	Hired
Gregson Fortaleza	End User Support Analyst I	Richard Merritt	09/06/16
Asena Mott	Director, DeSoto Campus	Sidney Valentine	11/8/16
Frankie Rodriguez Martinez	End User Support Analyst I	Richard Merritt	09/01/16

2.2 Employee Retirement Recognition

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to recognize the retirement of Mrs. Susan D. Hale, for her 31 years of service to the college. 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

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments; administrators; full-time professional; full-time career staff; retirements; terminations; and adjunct faculty 2016-17, academic year as needed. **(EXHIBIT "A")**

5.2 Grant Applications

5.2.1 Arts Engagement in American Communities
National Endowment for the Arts - \$10,000

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register and summary through December 2016. **(EXHIBIT "B")**

Mrs. Rider made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.3.1 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. Valentine introduced the curriculum proposals. Dr. Valentine explained why the key boarding classes were slated for reinstatement. Dr. Valentine also shared with the Board that students requested the overseas study. *(EXHIBIT "C")*

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 President's Annual Performance Review

Mr. Bryan reported that after reviewing Dr. Leitzel's evaluations submitted to Mrs. Pam Karlson, College Attorney, from the Trustees, he found that Dr. Leitzel had met and exceeded the performance indicators on which the evaluation was based. Mr. Bryan then asked for a motion to accept the extension of a three year continuing contract for Dr. Leitzel through June 30, 2020.

Mrs. Puckorius made a motion, seconded by Mr. Wright, to accept the evaluations results and extend a three year continuing contract for Dr. Leitzel through June 30, 2020. 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.**

Mr. Bryan shared that he had a conference with Dr. Leitzel about the Trustees performance evaluations. Mr. Bryan requested College Attorney Karlson work with staff to prepare the appropriate documents to reflect the Board's action.

9.0 REPORTS

9.1 Financial Report

Mr. Little reported on behalf of Ms. Lee the financial graphs and a summary of revenue and expenditures through the month of December 2016. *(EXHIBIT "E")*

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$39,824.60** from November 16 through January 3, 2017. Mrs. Bateman shared that the Board Awareness Campaign has been in the community doing presentations to promote the college and Foundation. Mrs. Bateman informed the Board that at her presentation with the Sebring Rotary Club, the college received a donation and stated they are working on growing their endowment to a goal of over \$100,000. Mrs. Bateman reported that the Highlands County Bar Association

13. Shared a Sun-Herald news editorial.

9.5 Board Attorney's Report

Mrs. Karlson thanked the Trustees for quick responses to the President performance evaluations and wished everyone a Happy New Year.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Mr. Lambert congratulated Mrs. Hale for her work and she will be greatly missed.

Mr. Wright shared a story about one of his employees, who stayed at the Hotel Jacaranda for two months. He stated the staff took great care of her while she was recovering.

Dr. Kirschner stated no report.

Mrs. Cullens shared she had a conference call with the System Foundation Board and the foundation fund balance issue came up in discussion. Mrs. Cullens stated that we need to be prepared for this year. She wished everyone a Happy New Year.

Mrs. Rider shared that she also had a wonderful experience at the Hotel Jacaranda and wished everyone Happy New Year.

9.7 Board Chair Report

Mr. Bryan shared with the Board what he observed while in Tallahassee for the meeting that Governor Scott requested for all College Board Chairs. He stated that he has an optimistic outlook when it comes to legislation. Mr. Bryan recapped his meeting and the expectations the Governor has for all state colleges regarding keeping tuition low and emphasizing job training. Mr. Bryan shared that his report on our OER was a big success at the conference and that Governor Scott specifically asked to know more about the SFSC OER program. Mr. Bryan shared the Governor's expectations and shared some suggestions on what SFSC could do to fulfill the governor's requests.

Audit Exit Conference: Mr. Bryan shared with the Board that he attended an exit conference on January 18, 2017 with state auditors and SFSC has no material findings.

Dr. Leitzel thanked Mr. Bryan for taking his time to go to Tallahassee, FL and represent SFSC. Dr. Leitzel asked if the Trustees would like for him to forward the invitation from Governor Scott for the Governor Jobs Summit in Orlando, FL.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:02 p.m.




OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: FEBRUARY 22, 2017

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 calendar on page 12 and identify any additional items that should be listed, or any changes that might be necessary.

District Board of Trustees Agenda Master Calendar

FEBRUARY 2017	MARCH 2017	APRIL 2017
<p>8 AFC Trustees Legislative Conference, Tallahassee</p> <p>13-17 ACCT National Legislative Summit, Washington, D.C.</p> <p>22 Board Meeting, 1 PM Highlands Campus</p> <p>24 Professional Development Day</p>	<p>13-19 Spring Break</p> <p>22 Board Meeting, 1 PM Highlands Campus</p>	<p>26 Board Meeting, 1 PM Highlands Campus</p> <p style="background-color: yellow;">29 Foundation Gala, 6 PM Sun'n Lake Island View</p>
MAY 2017	JUNE 2017	JULY 2017
<p>4 Spring Commencement</p> <p>24 Budget Workshop, 10 AM, followed by Board Meeting, 1 PM, Highlands Campus</p>	<p>21 Board Meeting, 1 PM Highlands Campus</p>	<p>26 Board Meeting, 1 PM Highlands Campus</p>
AUGUST 2017	SEPTEMBER 2017	OCTOBER 2017
<p>23 *Board Meeting, 1 PM Highlands Campus</p>	<p>27 *Board Meeting, 1 PM Highlands Campus</p> <p>25-28 ACCT Annual Leadership Congress, Las Vegas, NV</p>	<p>25 *Board Meeting, 1 PM Highlands Campus</p>
NOVEMBER 2017	DECEMBER 2017	JANUARY 2018
<p>25 *Board Meeting, 1 PM Highlands Campus</p>	<p>6 *Planning Workshop 10 AM, followed by Board Meeting, 1 PM, Highlands Campus</p>	<p>24 *Board Meeting, 1 PM Highlands Campus</p>

New Addition

Tentative *

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: FEBRUARY 22, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Theresa Collins-Hill	Program Specialist, Panther Youth Partners	Leah Sauls	9/12/16
Daniel "Mike" Davis	Program Specialist, Panther Youth Partners	Leah Sauls	11/01/16
Donald L. Kesterson Jr.	Director, Human Resources	Glenn Little	01/23/17
Christine Robey	Staff Assistant II, Xcel-IT	Tina Gottus	09/20/16

3.0 *Public Comment*

4.0 Presentations

5.0 Consent Agenda Action Items




OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: FEBRUARY 22, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CONSENT AGENDA ACTION ITEMS

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

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

CONSENT AGENDA ACTION ITEMS		Page
5.1	Personnel Actions	20
5.2	Agreements and Contracts	22
	5.2.1 Affiliation Agreement – Board of County Commissioners of Charlotte County	
5.3	Grant Applications	23
	5.3.1 Retired and Senior Volunteer Program (R.S.V.P) - \$44,534	
	5.3.2 Hispanic-Serving Institutions Education Grants Program - \$250,000	
5.4	Operating Actions	25
	5.4.1 Monthly Accounts Payable & Payroll Check Register	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: FEBRUARY 22, 2017

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:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Carney, Gilbert	Technical Director, Cultural Programs	02/01/17

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Claar, Rose	Administrative Assistant II, Controller	02/13/17

- III. **RETIREMENTS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Noel, Steven	Coordinator, Grounds Maintenance	05/31/17

- IV. **RESIGNATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Baxley, Susan "Joan"	Accounts Payable Specialist	02/03/17
Lott, Andrea	Coordinator, Residence Life and Title IX	05/04/17

- V. **REAPPOINTMENTS, VICE PRESIDENTS, 2017-18:**

<u>Name</u>
Little, Glenn W.
Valentine, Sidney E., Jr.

VI. ADJUNCT FACULTY, 2016-17, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Exendine, Joshua	EMS & Fire Science	IIIB
Johnson, Shirley	Criminal Justice	IV
Maddox, Kathryn	ABE/GED/ESOL/Developmental English	III
Pantaleon, Tammy	Salsa Dance	IV
Shireman, Kevin	Fire Science Programs	IV
Sneider, Nancy	EMS & Fire Science	IIIB

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.

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

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OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: FEBRUARY 22, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – BOARD OF COUNTY COMMISSIONERS OF
CHARLOTTE COUNTY

Approval is requested to enter into a **new** affiliation agreement between the Board of County Commissioners of Charlotte County and South Florida State College for the purpose of allowing individuals who are EMS students of SFSC to participate in field internship training offered by the Charlotte County Emergency Medical Services Division. The contract renews annually.

SUGGESTED MOTION:

Move to approve a new affiliation agreement between Board of County Commissioners of Charlotte County and South Florida State College as presented.

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

AN EQUAL ACCESS / EQUAL OPPORTUNITY INSTITUTION | ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS




OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: FEBRUARY 22, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – RETIRED AND SENIOR VOLUNTEER PROGRAM
(R.S.V.P)

Title: **Retired and Senior Volunteer Program (R.S.V.P)**
Source: Corporation for National and Community Service
Amount: \$44,534
Description: SFSC is requesting continued funding for the Highlands County R.S.V.P. grant. The project engages adults age 55 and older in volunteerism throughout Highlands County. This request reflects year 2 of a 3-year project.

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: FEBRUARY 22, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT APPLICATION – HISPANIC-SERVING INSTITUTIONS EDUCATION
GRANTS PROGRAM

Title: **Hispanic-Serving Institutions Education Grants Program**
Source: USDA NIFA
Amount: \$250,000
Description: SFSC is requesting funding to expand and enhance agriculture program options.

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: FEBRUARY 22, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/MONTH PAYROLL CHECK REGISTER

Summary information for disbursements for all funds through January 2017 is enclosed. Detailed information related to expenditures to date 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:								
	2016/2017 Checks		2016/2017 Electronic Payments		2016/2017 P-Card		2016/2017 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	279	\$264,601.15	110	\$1,283,706.63	373	\$201,676.52	762	\$1,749,984.30
Aug	160	218,421.90	198	937,898.65	778	347,204.32	1136	\$1,503,524.87
Sept	1505	1,830,284.44	211	806,075.87	659	298,056.70	2375	\$2,934,417.01
Oct	450	570,887.63	162	1,086,685.92	597	347,131.69	1209	\$2,004,705.24
Nov	351	308,038.08	243	788,427.68	656	250,770.71	1250	\$1,347,236.47
Dec	227	293,140.08	144	926,835.11	567	192,478.68	938	\$1,412,453.87
Jan	295	444,298.68	186	848,617.11	626	342,936.75	1107	\$1,635,852.54
Feb								
March								
April								
May								
June								
Totals	3267	\$3,929,671.96	1254	\$6,678,246.97	4256	\$1,980,255.37	8777	\$12,588,174.30

Payroll:								
	2016/2017 Checks		2016/2017 Electronic Payments				2016/2017 Totals	
	No.	Amount	No.	Amount			No.	Amount
July	22	\$28,776.87	424	\$817,976.84			446	\$846,753.71
Aug	20	35,223.88	379	766,414.96			399	\$801,638.84
Sept	11	20,944.99	401	797,355.56			412	\$818,300.55
Oct	18	21,819.32	455	846,126.13			473	\$867,945.45
Nov	19	21,192.77	470	851,951.26			489	\$873,144.03
Dec	26	44,787.53	465	904,214.88			491	\$949,002.41
Jan	21	21,347.50	421	788,470.33			442	\$809,817.83
Feb								
March								
April								
May								
June								
Totals	137	\$194,092.86	3015	\$5,772,509.96			3152	\$5,966,602.82

Accounts Payable:						
	2016/2016			2016/2017		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	1,025	\$1,934,247.84	\$1,934,247.84	762	\$1,749,984.30	\$1,749,984.30
August	793	1,354,011.01	\$3,288,258.85	1,136	1,503,524.87	\$3,253,509.17
September	2,093	3,344,279.05	\$6,632,537.90	2,375	2,934,417.01	\$6,187,926.18
October	1,479	1,601,455.95	\$8,233,993.85	1,209	2,004,705.24	\$8,192,631.42
November	1,280	1,740,984.33	\$9,974,978.18	1,250	1,347,236.47	\$9,535,867.89
December	1,262	1,206,295.68	\$11,181,273.86	938	1,412,453.87	\$10,952,321.76
January	956	1,230,712.44	\$12,411,986.30	1,107	1,635,852.54	\$12,588,174.30
February	1,759	2,590,407.07	\$15,002,393.37			
March	1,076	1,602,278.21	\$17,004,671.58			
April	1,125	1,418,435.93	\$18,423,107.51			
May	1,376	1,396,970.28	\$19,820,077.79			
June	578	1,642,132.21	\$21,462,210.00			
Totals	15,242	\$21,462,210.00		8,777	\$12,588,174.30	

Payroll:						
	2016/2016			2016/2017		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	540	\$855,772.59	\$855,772.59	446	\$846,753.71	\$846,753.71
August	400	825,834.92	\$1,721,607.51	399	801,638.84	\$1,648,392.55
September	426	841,336.48	\$2,562,943.99	412	818,300.55	\$2,466,693.10
October	470	876,711.85	\$3,439,655.84	473	867,945.45	\$3,334,638.55
November	430	939,940.76	\$4,429,596.60	489	873,144.03	\$4,207,782.58
December	488	931,871.08	\$5,361,467.68	491	949,002.41	\$5,156,784.99
January	462	847,139.64	\$6,208,607.32	442	809,817.83	\$5,966,602.82
February	470	862,996.63	\$7,071,603.95			
March	485	869,927.13	\$7,941,531.08			
April	446	869,518.77	\$8,811,049.85			
May	474	906,460.80	\$9,717,510.65			
June	429	866,725.57	\$10,584,236.22			
Totals	5520	\$10,584,236.22		3152	\$5,966,602.82	

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: FEBRUARY 22, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

I. PROGRAM DELETIONS

Request approval to delete following AS degree; program was originally created to articulate into the BS computer degree at Webber International University. There have been very few graduates of the 1570 degree and none have gone onto Webber. Program competes with AS degree in Computer Programming and Analysis. A “teach-out” plan has been established for the two students that remain in the program. Effective Fall 2017 (201810):

- **Computer Information Systems (AS) #1570**

II. PROGRAM REVISIONS

Request approval to revise three AS and CCC computer programs to include programming/business courses in curriculum to ensure students have necessary skills required in today’s technical environment. No change to program lengths. Effective Fall 2017 (201810)

- **Computer Programming and Analysis AS #1610**

- Add GEB 1011 Introduction to Business (3 crs.) as an alternative to ACG 2001/ACG 2021 in first fall, first year
- Replace CGS 2820 Introduction to Web Design (3 crs.) in second Fall term with COP 2810 Programming for the Internet (3 crs.) and move course as a computer elective

- **Computer Programming CCC #3020**

- Replace Programming/Applications Elective (3 crs.) in Fall term with COP 2170C Principles of Computer Programming (3 crs.) from Programming/Applications Electives list

- **Graphic Design Support CCC #3022**

- Replace COP 2820 Introduction to Web Design (3 crs.) in Fall term with COP 2810 Programming for the Internet (3 crs.)

Request approval to revise the following criminal justice program to align with Florida Department of Education and the Florida Department of Law Enforcement standards by increasing program length from 111 to 319 and changing title to Auxiliary Law Enforcement Officer. Effective Summer 2017 (201730).

➤ **Law Enforcement Auxiliary Officer – OC #3350**

- Add CJK 0020 Vehicle Operations (48 con. hrs.)
- Add CJK 0040 Firearms (80 con. hrs.)
- Add CJK 0051 Defensive Tactics (80 con. hrs.)

III. COURSE REINSTATEMENT

Request approval to reinstate following programming course. Adding course to the AS Computer Programming and Analysis degree and the CCC Graphic Design Support certificate. Computer programming (coding) is becoming an important skill, especially Internet coding which is an essential skill for programmers and web designers. Effective Fall 2017 (201810).

➤ **COP 2810 Programming for the Internet (3 crs.)**

IV. COURSE ADDITIONS

Request approval to add new biotech course; it will apply to the STEM grant programs, fulfill the demand for technicians to work in the biotechnology industry in Florida, and invaluable for Biology major university transfer students. Effective Fall 2017 (201810).

➤ **BSC 1420C Introduction to Biotechnology (4 crs.)**

Request approval for new overseas courses; they will provide elective credit for students in more disciplines than just the humanities. Effective Summer 2017 (201730).

- **EDF 2XXX Education Overseas Study (1-3 crs.)**
- **SYG 2XXX Sociology Overseas Study (1-3 crs.)**

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: FEBRUARY 22, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GENERAL PROGRAM UPDATES

I. General Program Update

Informational updates will be given on the following programs and areas:

- **Truck Driving/CDL**
- **Health Science/Nursing Partnership**
- **Centers of Excellence Model at the Desoto and Hardee Campuses as well as the Lake Placid Center**

8.0 *Purchasing and Other Action Items*

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: FEBRUARY 22, 2017

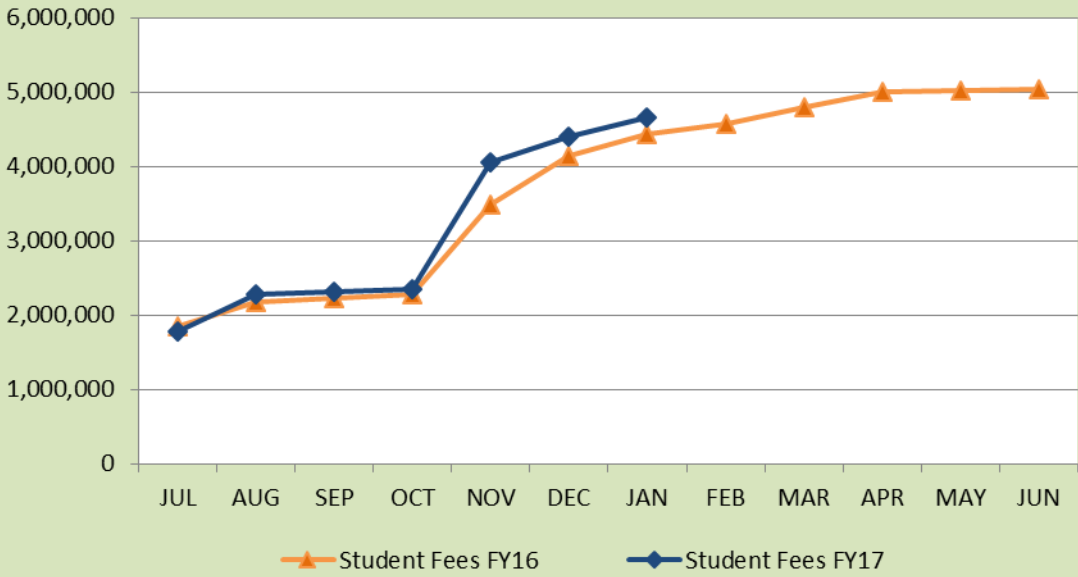
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

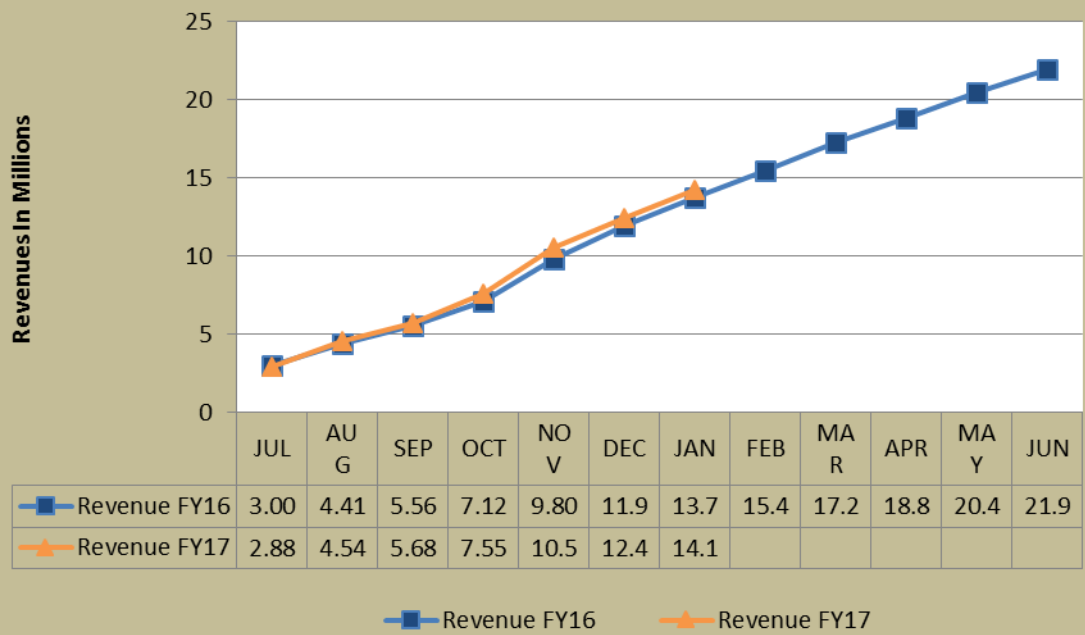
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Enclosed for your review are the graphs and a summary of revenues and expenditures compared to budgeted funds within the Operating Budget through January 2017.

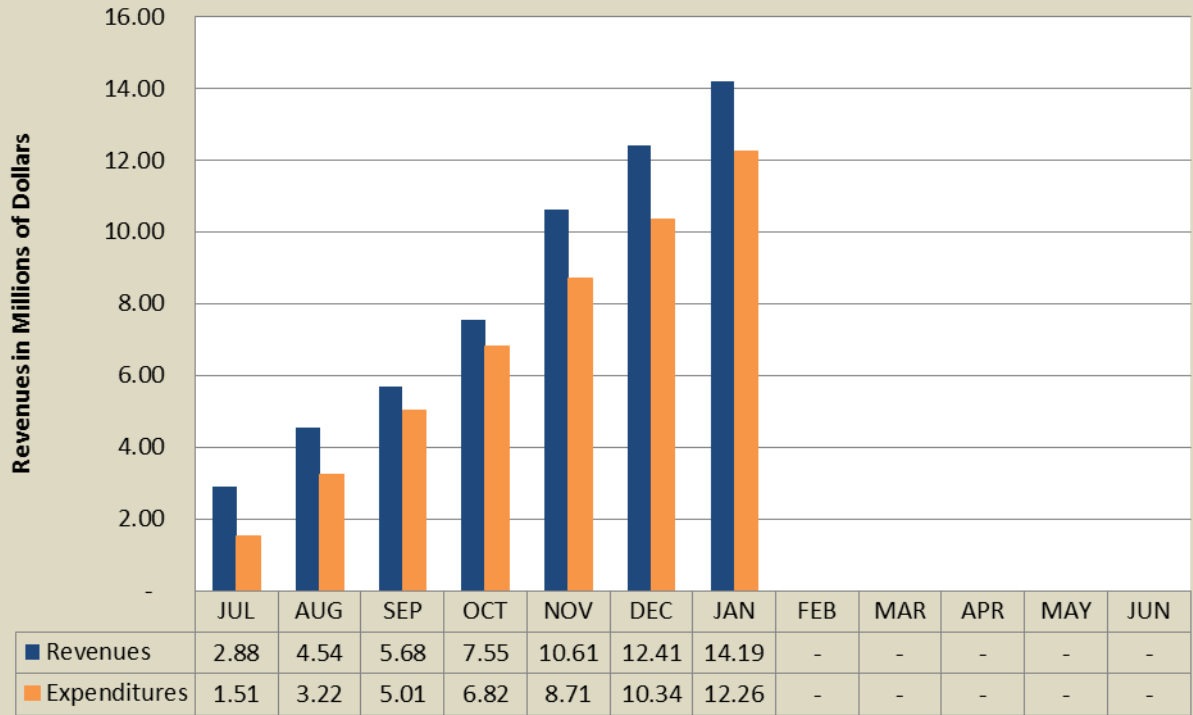
**South Florida State College
Fund 1 Student Fee Revenue, FY 16 vs FY 17**



South Florida State College Fund 1 Total Revenue, FY 16 vs FY 17



South Florida State College Fund 1 Total Revenues & Expenditures FY 17



South Florida State College					
Revenue and Expenditures for Fund 1					
For Month Ended January 31, 2017					
Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401-403XX	Tuition and Out of State Fees	4,408,218.00	4,011,895.81	396,322.19	91.01%
404XX	Lab Fees	392,625.00	386,117.73	6,507.27	98.34%
408XX	Technology Fees	189,000.00	169,731.92	19,268.08	89.81%
405-407XX, 409XX	Other Student Fees	119,485.00	82,508.18	36,976.82	69.05%
41600	Grants and Contracts from Counties	100,000.00	50,000.00	50,000.00	50.00%
42110	FCSPF-General Revenue	11,732,171.00	6,946,122.00	4,786,049.00	59.21%
4215X	Performance Based Incentive	918,946.00	480,636.00	438,310.00	52.30%
42210	CO&DS Entitlement	1,100.00		1,100.00	0.00%
42610	FCSPF-Lottery	3,829,925.00	1,702,190.00	2,127,735.00	44.44%
429XX, 439XX	Indirect Costs Recovered	145,750.00	95,760.59	49,989.41	65.70%
441-44300	Cash Contributions	15,127.00	11,605.00	3,522.00	76.72%
46400	Use of College Facilities	85,600.00	56,135.02	29,464.98	65.58%
466XX, 467XX	Other Sales and Services	256,275.00	181,523.08	74,751.92	70.83%
48100	Interest and Dividends	4,500.00	5,105.00	(605.00)	113.44%
487XX, 489XX	Fines and Penalties/Miscellaneous	35,585.00	13,975.70	21,609.30	39.27%
49XXX	Transfers and Other Revenues	201,050.00	948.83	200,101.17	0.47%
	Total Revenue	\$22,435,357.00	\$14,194,254.86	\$ 8,241,102.14	63.27%
51XXX	Management	1,703,811.00	999,342.93	704,468.07	58.65%
52XXX	Instructional	4,571,397.00	2,336,717.48	2,234,679.52	51.12%
53XXX	Other Professional	2,949,942.00	1,583,452.87	1,366,489.13	53.68%
54XXX	Career Staff	2,682,271.00	1,462,401.86	1,219,869.14	54.52%
56XXX	Other Professional-Instructional	1,114,885.00	569,590.20	545,294.80	51.09%
57XXX	Other Professional-Tech/Clerical/Trade	117,585.00	59,457.84	58,127.16	50.57%
58XXX	Student Employment	25,000.00	8,392.18	16,607.82	33.57%
58500	Employees Awards	11,500.00	11,900.00	(400.00)	103.48%
59XXX	Benefits	4,093,609.00	2,064,014.19	2,029,594.81	50.42%
	Total Personnel	\$17,270,000.00	\$ 9,095,269.55	\$ 8,174,730.45	52.67%
605XX	Travel	307,370.00	105,794.04	201,575.96	34.42%
61000	Freight and Postage	31,125.00	9,915.18	21,209.82	31.86%
615XX	Telecommunications	86,000.00	28,708.88	57,291.12	33.38%
62000	Printing	82,255.00	14,422.67	67,832.33	17.53%
625XX	Repairs and Maintenance	1,012,890.61	839,370.01	173,520.60	82.87%
63000	Rentals	157,765.00	87,479.91	70,285.09	55.45%
635XX, 637XX	Insurance	420,750.00	225,465.38	195,284.62	53.59%
640XX	Utilities	1,440,670.00	606,340.63	834,329.37	42.09%
645XX	Other Services	707,219.00	487,379.60	219,839.40	68.91%
64700	Grant Aid	4,280.00	1,920.00	2,360.00	44.86%
650XX	Professional Fees	240,150.00	122,111.32	118,038.68	50.85%
655XX	Education Office/Dept Material Supp	524,185.00	300,885.03	223,299.97	57.40%
657XX	Data Software	38,250.00	13,925.46	24,324.54	36.41%
66000	Maint/Construction Material/Supp	293,500.00	139,701.16	153,798.84	47.60%
665XX	Other Materials and Supplies	154,548.84	65,082.57	89,466.27	42.11%
670XX	Subscriptions/Library	50,100.00	50,843.83	(743.83)	101.48%
675XX	Purchases for Resale	50,505.00	19,838.58	30,666.42	39.28%
680XX	Scholarships	45,000.00	28,612.75	16,387.25	63.58%
69XXX	Transfers and Other Expenses	90,000.00	(838.56)	90,838.56	-0.93%
	Total Current Expenses	\$ 5,736,563.45	\$ 3,146,958.44	\$ 2,589,605.01	54.86%
706XX	Minor Equipment >1000<5000	32,000.00	17,862.90	14,137.10	55.82%
71000	Furniture and Equipment	20,000.00		20,000.00	0.00%
	Total Capital Outlay	\$ 52,000.00	\$ 17,862.90	\$ 34,137.10	34.35%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: FEBRUARY 22, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FOUNDATION REPORT

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

The chart presented is a summary listing of all donations and pledges made to the SFSC Foundation since the January 2017 meeting of the College District Board of Trustees. The included dates are January 4, 2017 through February 7, 2017. The total amount being reported is **\$2,663.50**

II. Foundation Update

- A. Community Outreach
- B. Tour the Campus Day -
 - Wednesday, March 8, DeSoto Campus
 - Friday, March 24, Hardee Campus
 - Friday, March 31, Highlands Campus
- C. Take Stock in Children, Leaders for Life Announcement
- D. Foundation Summary Report

South Florida State College Foundation, Inc
Gift Summary Report 1/4/17 - 2/7/17

Fund	Fund Description	#	Cash	Pledges	Other	Total
		Gifts				
1000	Unrestricted	26	\$1,309.00	\$0.00	\$0.00	\$1,309.00
2000	Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$0.00	\$6.00
5011	SFSC General Scholarship	6	\$91.00	\$0.00	\$0.00	\$91.00
5014	Joe Johnston/Bette McDearman Memorial	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	7	\$76.80	\$0.00	\$0.00	\$76.80
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
5058	Take Stock In Children - Ops	2	\$33.20	\$0.00	\$0.00	\$33.20
5095	Dental Programs	1	\$25.00	\$0.00	\$0.00	\$25.00
5110	Highlands County Bar Association Scholarship	2	\$75.00	\$0.00	\$0.00	\$75.00
5158	TSIC Scholarships	8	\$57.00	\$0.00	\$0.00	\$57.00
5165	External Scholarship	1	\$750.00	\$0.00	\$0.00	\$750.00
6005	Partnership Project	4	\$170.00	\$0.00	\$0.00	\$170.00
	Grand Totals:	65	\$2,663.50	\$0.00	\$0.00	\$2,663.50

65 Gift(s) listed

57 Donor(s) listed



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: FEBRUARY 22, 2017

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT AND FEDERAL RELATIONS REPORT

I. Funded Grant Proposals

None to report

II. Declined Grant Proposals

None to report

III. Federal Legislative Report

Brief update on FY17 budget and federal legislative activity