



**SFSC
District Board of Trustees
Regular Meeting
October 31, 2018**

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

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

1.0 *Call to Order and Preliminary Matters*




OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: OCTOBER 31, 2018

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 October 31, 2018 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of October 31, 2018 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
OCTOBER 31, 2018
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 – September 19, 2018
 - 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 Grant Awards
 - 5.2.1 Rise to 55 - \$2,000
 - 5.2.2 Health Sciences Educational Technology Enhancement - \$15,000
 - 5.3 Agreements and Contracts
 - 5.3.1 Affiliation Agreement - Heartland Pediatric Associates
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Donation of Bus
 - 5.4.3 Property Removal
- 6.0 Planning and Policy Issues
 - 6.1 Policy Revisions
 - 6.1.1 Policy 1.07 Alcohol and Drug-Free Campus and Workplace
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
 - 7.2 Fee Proposals
- 8.0 Other Action Items
- 9.0 Reports
 - 9.1 Financial Report
 - 9.2 Foundation Report
 - 9.3 Grants Development 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: OCTOBER 31, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – SEPTEMBER 19, 2018

It is recommended that the minutes of the regular meeting held September 19, 2018 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:
Move to approve the minutes of the September 19, 2018 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
SEPTEMBER 19, 2018**

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

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
Dr. Robert Flores	Ms. Cindy Garren	Mrs. Courtney Green
Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Ms. Melissa Lee	Mr. Glenn Little	Dr. Michaela Tomova
Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch
Dr. Tim Wise		

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

The regular meeting of the District Board of Trustees was called to order at 1:02 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mrs. Tami Cullens.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held September 19, 2018 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 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held August 22, 2018 with name corrections 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

None

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments: full-time administrative; full-time faculty; full-time career services staff; resignations; adjunct faculty 2018-19 academic year as needed.

(EXHIBIT "A")

5.2 Grant Awards

5.2.1 Healthy Kids Outreach Project

Florida College System Foundation \$ 14,000

5.2.2 National Farmworker Jobs Program

Florida Department of Education \$ 290,049

5.2.3 Adult General Education (AGE)

Florida Department of Education \$ 38,560 (Hardee County)
\$ 206,223 (Highlands County)

5.2.4 Integrated English Literacy and Civics Education (IELCE)

Florida Department of Education \$ 30,900 (Hardee County)
\$ 43,156 (Highlands County)

5.2.5 Student Support Services

U.S. Department of Education, Office of TRiO Programs \$ 242,136

5.2.6 Re-Engineering Our Future

U.S. Department of Education, Hispanic Serving Institutions
STEM & Articulation \$ 915,770

5.3 Agreements and Contracts

5.3.1 Approved the renewal of the agreement between Ave Maria

University Preparatory School and South Florida State College as presented.

(EXHIBIT "B")

5.3.2 Approved the renewal of the agreement between State of Florida
Department of Health (DeSoto County) and South Florida State College
as presented.

(EXHIBIT "C")

5.3.3 Approved the renewal of the agreement between CareerSource Heartland
and South Florida State College as presented.

(EXHIBIT "D")

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through August 2018. *(EXHIBIT "E")*

5.4.2 Property Donation

Approved the donation of a 1997 E-One American Eagle fire truck from Polk County Fire and Rescue for use by the SFSC Fire Science program as presented. *(EXHIBIT "F")*

5.4.3 Property Donation

Approved the donation of various matting and framing equipment from Ruth McGehee to be used by the SFSC Art program as presented. *(EXHIBIT "G")*

Mr. Backer made a motion, seconded by Mr. Lambert, 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

6.1 Policy Development

6.1.1 Policy 1.07 Alcohol and Drug-Free Campus and Workplace

Dr. Leitzel presented for discussion proposed changes to Policy 1.07 Alcohol and Drug-Free Campus and Workplace. *(EXHIBIT "H")*

Dr. Leitzel shared with the Board that Mr. Little has worked with Mrs. Pam Karlson, Board Attorney, on the proposed changes to Policy 1.07. Dr. Leitzel gave a brief description of the recommended changes. Mr. Bryan questioned the recommendation of limiting to only beer and/or wine. The Board discussed the limitations on what should be allowable at SFSC events. Mrs. Karlson addressed the Board's questions. Both Mr. Wright and Mr. Lambert believe the recommendations presented are appropriate for the College. Dr. Leitzel thanked Mrs. Karlson for all her work, research, and counsel pertaining to the recommendations presented.

Mr. Wright made a motion, seconded by Mr. Backer, to table approval of revisions to current DBOT Policy 1.07 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.**

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Textbook and Instructional Materials Affordability

Ms. Lee presented the Textbook and Instructional Materials Affordability report to the Board. She gave a brief background and updates that were made to the report. Mr. Little also shared the State requirements of the report. Mr. Little addressed Board questions.

Mr. Backer made a motion, seconded by Mr. Wright, to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S. 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 Financial Report

Ms. Lee reported on the financial graphs and a summary of revenue and expenditures compared to budgeted funds within the Operating Budget through August 2018.

(EXHIBIT "I")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$4,800.00** from August 8 through September 4, 2018. Mrs. Bateman shared that Ms. Veronica Molina, Hardee Senior High School graduate, was awarded a scholarship through the First Generation Scholarship Program, covering up to sixty credit hours of tuition. Mrs. Bateman announced this was the first time the Foundation was able to award a two-year scholarship. Mrs. Bateman reported that both TSIC and the Foundation spoke to the Sebring Sunrise Rotary group. They reported on the Partnership Project and the Planned Giving programs. Both departments were given donations. Mrs. Bateman announced that the Alumni association elected a new chair, Ms. Lena Phelps. In addition to the chair, Mr. Doug Beavers serves as vice chair, and Mrs. Asena Mott serves as secretary. Mrs. Bateman indicated the first alumni luncheon in DeSoto County was a success. Mrs. Bateman reported on the first retiree luncheon and announced the next luncheon is scheduled for Thursday, October 4.

9.3 Resource Development

I. **Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 9/19/18. He gave a brief description of the grants. Dr. Valentine reported that SFSC received a letter from the Office of Naval Research stating we have been invited to submit a proposal. Dr. Valentine gave a brief description on what SFSC plans to accomplish in order to submit the proposal. He also shared that former Grants Director Dr. Lindsey Lynch has agreed to a contract to write the grant proposal for SFSC.

II. **Proposals in Development**

A. **Health Sciences Educational Technology Enhancement**

Highlands County Health Services \$ 15,000

III. **Submitted Proposals**

None to report.

9.4 President's Report

Dr. Leitzel reported on the following various items.

1. Highlighted Fall Semester: Student Activities/Club Rush; Pete the Panther visits Avon Park Elementary. Dr. Leitzel asked Mrs. Kuehnle to share that SFSC attended College Day on September 12 at Avon Park Elementary. She gave a brief description of the event.

2. Reflected on Performance Indicators: Dr. Leitzel distributed handouts. He reported on SFSC graduation rates with data provided by Dr. van der Kaay. Dr. Leitzel thanked Dr. van der Kaay for his research. Dr. van der Kaay continued to report on Hispanic and African American graduation rates at SFSC in comparison with the FCS graduation rates.
3. Shared SFSC ranked #5 overall in Top Public Schools: Regional Colleges in the South and #33 (out of 111) Best Regional Colleges in the South (both public and private) by U.S. News & World Report.
4. Announced SFSC will host a free class on October 8, 10, and 22 at the Highlands Campus for Introduction to CAD and 3-D Printing.
5. Shared Graduations/Pinnings: Fire Standards I on September 13.
6. Electronic Message Board Update: Dr. Leitzel shared a mock-up of the new SFSC electronic message board.
7. New Division Identification Update: Dr. Leitzel shared that Mrs. Kuehnle has been working with Mrs. Bateman and Ms. Garren on consistent brand recognition. He shared the new designs that will be consistent with the SFSC logo.
8. Honoring Retirees: Dr. Leitzel asked Mrs. Kuehnle to give a brief update of what her team has created. The retiree web page went live on September 6. Mrs. Kuehnle also shared the web page updates for Community Education on the SFSC website. Dr. Leitzel reported the next project for Mrs. Kuehnle and her department is to honor the past Trustees as requested by Dr. Kirschner and Mr. Bryan.
9. Cultural Arts Recognition: The College received 3rd place from Visit Florida for their 2017-18 season promotional brochure. Dr. Leitzel asked Ms. Garren to present this year's season artist series lineup. Ms. Garren distributed this year's brochure, discussed how to order tickets, and gave a brief description of the headliners.
10. Save the Date: Dr. Leitzel asked Trustees to save the date for the First Responders Showcase (career fair/open house) on October 6.
11. Shared CRC Amendment 7 was removed from the November ballot. Mr. Little gave a brief report on why Amendment 7 was removed.

9.5 Board Attorney's Report

Mrs. Karlson emailed different presidential evaluation reports as requested by the Board at the August 22 DBOT meeting. Mr. Wright stated that he would like an optional section added to the evaluation so members could offer additional comments. The Board was in agreement with Mr. Wright's request. Mrs. Cullens thanked Mrs. Karlson for her work.

9.6 Board Members' Reports

Mrs. Puckorius stated no report. She shared that it is a joy to serve on the Board.

Mr. Backer reported that Mrs. Asena Mott was elected to the DeSoto County School Board. He shared the DeSoto Campus hosted an early bird chamber breakfast on September 6.

Dr. Kirschner stated no report.

Mr. Lambert stated no report. He thanked everyone for their continued support.

Mrs. Rider stated no report.

Mr. Wright stated that he has been traveling a lot with his work. He shared that he appreciates all Dr. van der Kaay's data and updates on the College. He would like for this information to be shared publically.

Mr. Bryan asked for more clarification on limiting Policy 1.07 to only beer and/or wine and should we go a step farther with restrictions. Mr. Wright responded to Mr. Bryan's questions.

9.7 Board Chair Report

Mrs. Cullens thanked Mrs. Kuehnle for all the good publicity and work from her department. She stated the website updates are wonderful. She reported that she accepted a check from the Florida College System Foundation for scholarships. Mrs. Cullens shared a card from SFSC faculty, staff, and employees to the Board thanking them for all that they do. Mrs. Cullens thanked SFSC for their hard work.


10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:08 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: OCTOBER 31, 2018
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: REVIEW OF AGENDA MASTER CALENDAR

Information:

The 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

OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018
<p>24-27 ACCT Leadership Congress, New York, NY</p> <p>31 Board Meeting, 1 PM Highlands Campus</p>	<p>7-9 Trustee Commission Annual Conference / AFC Annual Meeting Conference</p> <p>26 Jacaranda Jubilee, 6 PM Jacaranda Hotel</p> <p>28 No Board Meeting</p>	<p>5 Board Meeting, 1 PM Highlands Campus</p> <p>Planning Workshop, 10 AM Highlands Campus</p> <p>6 Foundation Christmas Luncheon, 12PM Jacaranda Hotel</p> <p>13 Fall Commencement</p>
JANUARY 2019	FEBRUARY 2019	MARCH 2019
<p>17-20 Million Dollar Hole in One Shoot-Out</p> <p>23 Board Meeting, 1 PM Highlands Campus</p>	<p>20 Board Meeting, 1 PM Highlands Campus</p>	<p>27 Board Meeting, 1 PM Highlands Campus</p>
APRIL 2019	MAY 2019	JUNE 2019
<p>24 Board Meeting, 1 PM Highlands Campus</p>	<p>2 Spring Commencement</p> <p>22 Board Meeting, 1 PM Highlands Campus</p> <p>Budget Workshop, 10 AM Highlands Campus</p>	<p>26 Board Meeting, 1 PM Highlands Campus</p>
JULY 2019	AUGUST 2019	SEPTEMBER 2019
<p>17 Board Meeting, 1 PM Highlands Campus</p>	<p>21 * Board Meeting, 1 PM Highlands Campus</p>	<p>18 * 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: OCTOBER 31, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Magdalisse Castillo	Coordinator, Student Success and Transition Coach	Courtney Green	07/01/18
Antonio James	Program Specialist, Panther Youth Partners	Courtney Green	07/09/18
Jonathan Stern	Registrar	Timothy Wise	10/15/18
Emily Vasquez	Staff Assistant I, Lake Placid Center	Jennifer Tollison	06/04/18

3.0 *Public Comment*


4.0 Presentations

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: OCTOBER 31, 2018
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 Awards, and Operating Actions. Your consideration of the recommended action is appreciated.

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

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

	CONSENT AGENDA ACTION ITEMS	Page
5.1	Personnel Actions	21
5.2	Grant Awards	23
	5.2.1 Rise to 55 - \$2,000	
	5.2.2 Health Sciences Educational Technology Enhancement - \$15,000	
5.3	Agreements and Contracts	25
	5.3.1 Affiliation Agreement – Heartland Pediatric Associates	
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	26
	5.4.2 Donation of Bus	
	5.4.3 Property Removal	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: OCTOBER 31, 2018

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 ADMINISTRATIVE STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Stern, Jonathan	Registrar	10/15/18*

*Revised start date from 10/08/18

II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Ricker, April*	Coordinator, Grants and Foundation Accounting	09/01/18
Anderson, Clinton	Testing Specialist	11/01/18
Pierstorff, Cheryl	Senior Accountant	11/01/18

*Transferred from Senior Accountant position

III. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Craig, Bianca	Cashier I	09/10/18
Montemayor, Pepito*	General Maintenance	09/10/18
Lopez, Lisa	Administrative Assistant II, Student Services	10/08/18
Barrett, Anne	Financial Services Specialist	11/01/18
Snow, Tammy**	Staff Assistant II, Corporate & Community Education	TBD

*Transferred from Custodian position

**Transferred from Events Facilitator position

IV. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Donna, Jerry	Director, Financial Aid	03/31/19

V. ADJUNCT FACULTY, 2018-19, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Latina, Luci	ABE/GED/ESOL	I
Murray, Alicia	Criminal Justice	IV
Pattison, Jacqueline	CDL Tester/Trainer	IV
Prusinski, Daniel	CDL Trainer	IV
Sholtz, Patricia	ABE/GED/ESOL	III
Stone, Shirley	Drawing and Painting	IV
Sunnarborg, Duane	Developmental Math	II


SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: OCTOBER 30, 2018
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: GRANT AWARD – RISE TO 55

Title: Rise to 55
Source: Higher Education Coordinating Council
Amount: \$2,000
Description: Funds have been awarded to host STEM Pipeline Partnership meetings and promote industry training, short-term credentials, and stackable credentials to increase regional attainment.

SUGGESTED MOTION:
Move to approve the grant awarded and to accept project funding as presented.




OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: OCTOBER 31, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – HEALTH SCIENCES EDUCATIONAL TECHNOLOGY
ENHANCEMENT

Title: Health Sciences Educational Technology Enhancement
Source: Highlands County Health Services
Amount: \$15,000
Description: Funds have been awarded to purchase educational technology that will enhance instructional capabilities in the nursing and dental programs.

SUGGESTED MOTION:
Move to approve the grant awarded and to accept project funding as presented.




OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: OCTOBER 31, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – HEARTLAND PEDIATRIC ASSOCIATES

Request approval of a **new** affiliation agreement between Heartland Pediatric Associates and South Florida State College for the purpose of providing clinical rotations to the College’s Health Science Programs. This contract renews annually.

SUGGESTED MOTION:
Move to approve a new affiliation agreement between Heartland Pediatric Associates and South Florida State College as presented.




OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: OCTOBER 31, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL CHECK REGISTER

Summary information for disbursements for all funds through September 2018 is enclosed. Detailed information related to expenditures to date is available during normal business hours in the College Business Office.

SUGGESTED MOTION:
Move to approve the monthly accounts payable/monthly payroll as presented.

Accounts Payable:								
	2018/2019 Checks		2018/2019 Electronic		2018/2019 P-Card		2018/2019 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	415	\$348,056.93	88	\$1,075,846.13	494	\$220,098.62	997	\$1,644,001.68
Aug	294	\$753,642.03	156	686,703.19	496	\$138,404.02	946	\$1,578,749.24
Sept	1567	\$1,981,142.53	144	1,106,405.27	611	\$172,150.74	2322	\$3,259,698.54
Oct		\$0.00		0.00		\$0.00	0	\$0.00
Nov		\$0.00		0.00		\$0.00	0	\$0.00
Dec		\$0.00		0.00		\$0.00	0	\$0.00
Jan		\$0.00		0.00		\$0.00	0	\$0.00
Feb		\$0.00		0.00		\$0.00	0	\$0.00
March		\$0.00		0.00		\$0.00	0	\$0.00
April		\$0.00		0.00		\$0.00	0	\$0.00
May		\$0.00		0.00		\$0.00	0	\$0.00
June		\$0.00		0.00		\$0.00	0	\$0.00
Totals	2276	\$3,082,841.49	388	\$2,868,954.59	1601	\$530,653.38	4265	\$6,482,449.46

Payroll:						
	2018/2019 Checks		2018/2019 Electronic		2018/2019 Totals	
	No.	Amount	No.	Amount	No.	Amount
July	22	\$33,162.95	498	\$877,605.26	520	\$910,768.21
Aug	18	\$30,707.85	390	\$823,529.57	408	\$854,237.42
Sept	12	\$23,160.58	433	\$890,358.06	445	\$913,518.64
Oct		\$0.00		\$0.00	0	\$0.00
Nov		\$0.00		\$0.00	0	\$0.00
Dec		\$0.00		\$0.00	0	\$0.00
Jan		\$0.00		\$0.00	0	\$0.00
Feb		\$0.00		\$0.00	0	\$0.00
March		\$0.00		\$0.00	0	\$0.00
April		\$0.00		\$0.00	0	\$0.00
May		\$0.00		\$0.00	0	\$0.00
June		\$0.00		\$0.00	0	\$0.00

Accounts Payable:

	2017/2018			2018/2019		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	763	\$1,080,313.54	\$1,080,313.54	997	\$1,644,001.68	\$1,644,001.68
August	1,199	1,907,524.93	\$2,987,838.47	946	1,578,749.24	\$3,222,750.92
September	1,987	2,066,752.91	\$5,054,591.38	2,322	3,259,698.54	\$6,482,449.46
October	1,479	2,510,835.52	\$7,565,426.90			\$0.00
November	1,392	1,766,270.75	\$9,331,697.65			\$0.00
December	1,002	1,217,932.69	\$10,549,630.34			\$0.00
January	1,012	1,585,405.61	\$12,135,035.95			\$0.00
February	2,343	3,478,993.30	\$15,614,029.25			\$0.00
March	1,114	1,743,366.49	\$17,357,395.74			\$0.00
April	1,216	1,560,912.69	\$18,918,308.43			\$0.00
May	964	1,520,153.34	\$20,438,461.77			\$0.00
June	1,419	2,198,038.53	\$22,636,500.30			\$0.00
Totals	15,890	\$22,636,500.30		4,265	\$6,482,449.46	

Payroll:

	2017/2018			2018/2019		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	487	\$863,222.44	\$863,222.44	520	\$910,768.21	\$910,768.21
August	403	828,255.11	\$1,691,477.55	408	854,237.42	\$1,765,005.63
September	438	848,026.67	\$2,539,504.22	445	913,518.64	\$2,678,524.27
October	462	869,525.05	\$3,409,029.27			\$0.00
November	501	1,130,152.64	\$4,539,181.91			\$0.00
December	508	995,230.80	\$5,534,412.71			\$0.00
January	465	859,735.14	\$6,394,147.85			\$0.00
February	483	918,019.48	\$7,312,167.33			\$0.00
March	510	934,052.71	\$8,246,220.04			\$0.00
April	514	973,667.62	\$9,219,887.66			\$0.00
May	507	997,313.75	\$10,217,201.41			\$0.00
June	441	944,983.19	\$11,162,184.60			\$0.00
Totals	5719	\$11,162,184.60		1373	\$2,678,524.27	




OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: OCTOBER 31, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DONATION OF BUS

Approval is requested for the donation of a 2000 Thomas Built Bus from Highlands County School Board. The bus is valued at approximately \$3,000 and will benefit the CDL program.

SUGGESTED MOTION:

Move to approve the donation of a 2000 Thomas Built Bus from the Highlands County School Board for the use of the College's CDL program.



OFFICE OF THE PRESIDENT

Item 5.4.3

PRESENT TO BOARD: OCTOBER 31, 2018
TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL
SUBJECT: PROPERTY REMOVAL

Authorization is requested to delete the equipment items listed below totaling \$9,528 from SFSC property records. These items are beyond repair and will be held in storage until disposal.

Table with 5 columns: Tag #, Date Purchased, Description, Cost, Condition Code. Lists 9 condensing units with a total cost of \$9,528.00.

SUGGESTED MOTION:
Move to approve the disposal of College property as presented.

6.0 Planning and Policy Issues




OFFICE OF THE PRESIDENT

Item 6.1.1

PRESENT TO BOARD: OCTOBER 31, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: POLICY REVISIONS: POLICY 1.07 ALCOHOL AND DRUG-FREE CAMPUS
AND WORKPLACE

Approval is requested to revise current District Board of Trustees Policy 1.07, *Alcohol and Drug-Free Campus and Workplace*, by allowing limited exceptions for the use, sale, and/or consumption of alcohol within and on College facilities. Specifically, the policy revision will authorize the president to approve (or disapprove) requests for the use, sale, and/or consumption of beer and/or wine for special community events held on College property or for the use of alcohol in educational programs that require the use of alcohol strictly for educational purposes (e.g. criminal justice programs). Both the current and revised policies are provided to illustrate the recommended changes.

SUGGESTED MOTION:
Move to approve the revisions to current DBOT Policy 1.07 as presented.

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

POLICY NO. 1.07

TITLE: ALCOHOL AND DRUG-FREE CAMPUS AND WORKPLACE

LEGAL AUTHORITY: FLORIDA STATUTES: 112.0455, 1001.64

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

The college is committed to providing an alcohol and drug-free environment for its students, employees, other campus participants, and the general public as is appropriate for an academic center of learning. In compliance with the Drug-Free Workplace Act of 1988 and Drug Free Schools and Communities Act Amendments of 1989, (Public Law 101-226), the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by employees and students is prohibited. The consumption of alcoholic beverages is prohibited in and on college-owned property.

A. Employees

1. Employees are not permitted to engage in work activities for the college while under the influence of alcohol or illegal drugs as defined in law. Criminal acts involving illegal use of alcohol or drugs shall be reported to law enforcement.
2. Any employee violating this policy shall be subject to disciplinary action including evaluation or treatment for substance abuse and the possible termination of employment.
3. Employees will be made aware, through a continuing education program, of the dangers and consequences of alcohol and other substance abuse.
4. An employee convicted of the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol shall notify the director, human resources within five days after such conviction and shall be subject to disciplinary action including evaluation and treatment for substance abuse and the possible termination of employment.

B. Students, other campus participants, and the general public

1. Students, participants, or members of the general public should not attend classes, events, or activities of the college while under the influence of alcohol or illegal drugs as defined in law. Alcoholic beverages are not permitted to be possessed, sold, served, or consumed by an underage student during any official college event or activity.
2. Any student violating this policy may be referred for evaluation and treatment for substance abuse and shall be subject to disciplinary action including suspension or

expulsion. Students who are convicted of any drug offense must report the conviction to the dean, student services within five days after such conviction.

3. Students shall be made aware, through annual awareness and education programs, of the health risks, dangers, and consequences of alcohol and other substance abuse.
4. Participants and members of the general public who violate this policy may be reported to law enforcement.

HISTORY: Last Reviewed 6/27/12

Issued by District Board of Trustees: 11/16/89

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

Revised: 01/22/02, 1/28/09

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

POLICY NO. 1.07

TITLE: ALCOHOL AND DRUG-FREE CAMPUS AND WORKPLACE

LEGAL AUTHORITY: FLORIDA STATUTES: 112.0455, 1001.64

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

The College is committed to providing an alcohol and drug-free environment for its students, employees, other campus participants, and the general public as is appropriate for an academic center of learning. In compliance with the Drug-Free Workplace Act of 1988 and Drug Free Schools and Communities Act Amendments of 1989, (Public Law 101-226), the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by employees and students is prohibited. The consumption of alcoholic beverages is prohibited in and on College-owned property subject to very limited exceptions as set forth below.

A. Employees

1. Employees are not permitted to engage in work activities for the College while under the influence of alcohol or illegal drugs as defined in law. Criminal acts involving illegal use of alcohol or drugs shall be reported to law enforcement.
2. Any employee violating this policy shall be subject to disciplinary action including evaluation or treatment for substance abuse and the possible termination of employment.
3. Employees will be made aware, through a continuing education program, of the dangers and consequences of alcohol and other substance abuse.
4. An employee convicted of the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol shall notify the director, human resources within five days after such conviction and shall be subject to disciplinary action including evaluation and treatment for substance abuse and the possible termination of employment.

B. Students, Other Campus Participants, and the General Public

1. Students, participants, or members of the general public should not attend classes, events, or activities of the College while under the influence of alcohol or illegal drugs as defined in law. Alcoholic beverages are not permitted to be possessed, sold, served, or consumed by an underage student during any official College event or activity.
2. Any student violating this policy may be referred for evaluation and treatment for substance abuse and shall be subject to disciplinary action including suspension or

expulsion. Students who are convicted of any drug offense must report the conviction to the dean, student services within five (5) days after such conviction.

3. Students shall be made aware, through annual awareness and education programs, of the health risks, dangers, and consequences of alcohol and other substance abuse.
4. Participants and members of the general public who violate this policy may be reported to law enforcement.

C. Exceptions

1. The president has the authority to approve or disapprove of submitted written requests to allow use, sale, and/or consumption of beer and/or wine for special community events held on College-owned property. No other types of alcoholic beverage shall be allowed. However, the president has no authority to approve of requests to allow use, sale and/or consumption of beer and/or wine at student events. Further, any approved event:
 - a. Must be in strict adherence to all local, state and federal laws
 - b. Must be managed by a licensed and insured vendor responsible for serving all alcoholic beverages
 - c. State funds shall not be used to purchase alcoholic beverages or the services to dispense and manage its consumption
 - d. Events where alcohol is served, must also serve non-alcoholic beverages and food
 - e. Compliance with all procedures associated with this policy must be met
2. The president has the authority to approve or disapprove submitted written requests to allow "wet labs" within the Criminal Justice Academy or the use of alcohol in other College programs which may require the use of alcohol strictly for educational purposes.

HISTORY: Last ~~Revised~~ ~~Reviewed~~ 6/27/12-xx/xx/xx

Issued by District Board of Trustees: 11/16/89

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

Revised: 01/22/02, 1/28/09, xx/xx/xx

7.0 Academic and Student Matters




OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: OCTOBER 31, 2018

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. COURSE ADDITION

Request approval to add THE 2000 theatre course to address a general education core requirement mandated by the State and provide a choice for those with an interest in drama and theatre; effective Spring 2019 (201920):

- **THE 2000 Theatre Appreciation (3 cr. hrs.)**

II. PROGRAM ADDITION

Request approval to offer an associate in science and a college credit certificate in health services. These two new programs are designed to provide students with skills in health management, personnel relations, and governmental standards and regulations of health care administration in diverse health care settings. Both occupational programs will prepare students as health service managers, health service administrators, or provide supplemental training in a previous or current health occupation; effective Fall 2019 (202010).

- **Health Services Management #1770 – AS**

- Length 60 credit hours
- ACG 2001 Financial Accounting I (3 credits)
- BSC 1085C Human Anatomy and Physiology I (4 credits)
- BSC 1086C Human Anatomy and Physiology II (4 credits)
- CGS 1100C Introduction to Microcomputers using Windows (3 credits)
- CGS 2510C Spreadsheet Applications (3 credits)
- ENC 1101 Freshman English I (3 credits)

- HIM 2012 Health Law Concepts and Practices (2 credits) - **NEW**
- HIM 2223 Introduction to Coding and Reimbursement Systems (2 credits) - **NEW**
- HIM 2510 Quality and Performance Improvement (2 credits) - **NEW**
- HIM 2652 Electronic Health/Medical Record Systems (2 credits) - **NEW**
- HSA 1100 Healthcare Delivery Systems (3 credits) - **NEW**
- HSA 1102 Current Issues in Health (2 credits) - **NEW**
- HSA 2001 Interprofessional Team-Based Healthcare (2 credits) - **NEW**
- HSA 2182 Health Services Management Concepts (2 credits) - **NEW**
- HSC 1149 General Pharmacology for Health Professionals (1 credit) - **NEW**
- HSC 1532 Medical Terminology (3 credits)
- HSC 2721 Evidence-Based Healthcare Practice (1 credit) - **NEW**
- HSC 2810 Professional Practice Experience (1-2 credits) - **NEW**
- MAC 1105 College Algebra or equivalent (3 credits)
- MCB 2010C Microbiology (4 credits)
- PSY 2012 Introduction to Psychology (3 credits)
- SLS 1106 First-Year Experience Seminar (1 credit)
- SPC 2608 Fundamentals of Speech Communication (3 credits)
- Humanities Elective (3 credits)

➤ **Health Care Services #3100 – CCC**

- Length 32 credit hours
- ACG 2001 Financial Accounting I (3 credits)
- BSC 1085C Human Anatomy and Physiology I (4 credits)
- CGS 1100C Introduction to Microcomputers using Windows (3 credits)
- CGS 2510C Spreadsheet Applications (3 credits)
- HIM 2012 Health Law Concepts and Practices (2 credits) - **NEW**
- HIM 2223 Introduction to Coding and Reimbursement Systems (2 credits) - **NEW**
- HIM 2510 Quality and Performance Improvement (2 credits) - **NEW**
- HIM 2652 Electronic Health/Medical Record Systems (2 credits) - **NEW**
- HSA 1100 Healthcare Delivery Systems (3 credits) - **NEW**
- HSA 2001 Interprofessional Team-Based Healthcare (2 credits) - **NEW**
- HSA 2182 Health Services Management Concepts (2 credits) - **NEW**
- HSC 1149 General Pharmacology for Health Professionals (1 credit) - **NEW**
- HSC 1532 Medical Terminology (3 credits)

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: OCTOBER 31, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: FEE PROPOSALS

Consideration of the following fee proposals is requested:

I. **New Fees** – see fee explanations in table below

Course Prefix#	Course Title	New Fee \$	Effective Term
BSC 1010L	General Biology I Lab - Honors (Honors Only) Reagents for cell extraction, RNA and DNA analysis for studies done in honors section - \$25.00	25.00	Spring 2019
BSC 1011L	General Biology II Lab - Honors (Honors Only) Reagents for cell extraction, RNA and DNA analysis for studies done in honors section - \$25.00	25.00	Spring 2019
CET 1660C	Computer Network Security Cert Master test prep and software vouchers - \$429.00 (this adds the industry certification mechanism to this course)	429.00	Spring 2019
OCA 0461	Occupational Database Applications Certificate exam for Microsoft Access 2016 Exam #77-730 (with retake) - \$92.00, Paper - \$6.00, Ink - \$4.00	102.00	Spring 2019
PRN 0098	Practical Nursing Foundations Theory (New Course) Lab kit - \$250.00, Additional disposable supplies - \$20.00, Uniform bundle - \$350.00, ATI learning package - \$550.00	1,170.00	Spring 2019
PRN 0690	Comprehensive Nursing and Transitional Skills Theory (New Course) Dept of Health application for PN exam eligibility - \$205.00, Pearson Vue NCLEX-PN exam administration - \$200.00, Simulator - \$80.00, Computer lab software - \$14.00	499.00	Spring 2019

Course Prefix#	Course Title	New Fee \$	Effective Term
PRN 0690	Comprehensive Nursing and Transitional Skills Theory (New Course) Dept of Health application for PN exam eligibility - \$205.00, Pearson Vue NCLEX-PN exam administration - \$200.00, Simulator - \$80.00, Computer lab software - \$14.00	499.00	Spring 2019
RED 3012	Basic Foundations of Reading ePortfolio license (2-year account) - \$60.00	60.00	Spring 2019
RED 4942	Practicum for Assessment and Instruction of Reading ePortfolio license (2-year account) - \$60.00	60.00	Spring 2019

II. **Revise Fees** – see fee explanations in table below

Course Prefix#	Course Title	Current Fee \$	Proposed Fee \$	Effective Term
CET 2930C	Selected Topics in Computer Networking Removed CompTIA Security and certification voucher fee (\$397.00) and added Paper and toner student usage fee (\$10.00)	397.00	10.00	Spring 2019
CGS 1061C	Fundamentals of Computers CompTIA IT Fundamentals voucher with Cert Master License fee pass through increase (from \$140.00 to \$249.00)	140.00	249.00	Spring 2019
CHM 1020L	Introducing General Chemistry Lab (Online Only) Covers the cost of purchasing and mailing the chemistry kits for the online (WEB) students (from \$25.00 to \$80.00)	25.00	80.00	Spring 2019
CJK 0001	Introduction to Law Enforcement Increase in curriculum related expenses (from \$555.00 to \$723.00), increased cost in firearms training (\$280.00 to \$420.00) and firearms materials (from \$36.00 to \$40.00), increase in vehicle operations (from \$126.00 to \$189.00), added fee for defensive tactics (\$280.00) plus materials (from \$2.00 to \$3.00), increased first aid training fee (from \$37.00 to \$51.00), increased training cartridge fee (from \$25.00 to \$52.00)	1,113.00	1,810.00	Spring 2019

Course Prefix#	Course Title	Current Fee \$	Proposed Fee \$	Effective Term
CJK 0023	Introduction to Law Enforcement (Auxiliary) Increased cost in materials used by students in law enforcement auxiliary course (from \$335.00 to \$633.00), increase cost in firearms training (from \$280.00 to \$420.00) and firearms materials (from \$36.00 to \$40.00), increase in vehicle operations (from \$126.00 to \$189.00), increase in training cartridges (from \$25.00 to \$52.00), first aid (from \$37.00 to \$51.00), and chemical agent (from \$2.00 to \$3.00). Add defensive tactics fee (\$280.00)	893.00	1,720.00	Spring 2019
CJK 0300	Introduction to Corrections Increased cost of ammunition (\$530.00 to \$588.00), and firearms training (from \$420.00 to \$630.00)	1,019.00	1,288.00	Spring 2019
CJK 0393	Crossover Program Updates Increased cost of uniforms (from \$150.00 to \$249.00), vehicle operations (from \$126.00 to \$189.00), and increase costs of training cartridges (from \$25.00 to \$52.00)	353.00	542.00	Spring 2019
CTS 2142	IT Project Management CompTIA Project + Certification voucher license fee increase (from \$346.00 to \$409.00)	346.00	409.00	Spring 2019
DEA 0026L	Preclinical Orientation II Lab Moved DANB health and safety exam (\$250.00) to Summer term (DEA 0801L) and increased fee in typodont teeth models (from \$60.00 to \$80.00)	560.00	330.00	Spring 2019
DEA 0801L	Clinical Practice II Lab Increased fee (from \$250.00 to \$500.00) to include DANB radiation health and safety exam (moved from Spring term DEA 0026L)	250.00	500.00	Summer 2019
DEA 0931	Orthodontics for Dental Auxiliary Increase fee to include the cost of wire, elastics, and separator supplies (from \$175.00 to \$195.00)	175.00	195.00	Summer 2019
DES 0103L	Elements of Dental Materials Lab Increase fee to include the cost of typodont replacement parts for the new simulator (from \$140.00 to \$160.00)	140.00	160.00	Spring 2019

Course Prefix#	Course Title	Current Fee \$	Proposed Fee \$	Effective Term
DES 0205L	Dental Radiographic Techniques I Lab This covers the increased cost (from \$30.00 to \$50.00) which covers the cost to maintain and repair x-ray manikins, reduces the cost (from \$34.00 to \$7.00) of sterilization supplies and chemicals, and removing the costs of x-ray film (\$12.00), processing chemicals (\$10.00), and CPR/BLS (\$50.00)	144.00	63.00	Spring 2019
DES 0804L	Intro to Clinical Procedures Lab Increase fee to include the cost of typodont repair and replacement parts for the new simulator (from \$75.00 to \$95.00)	75.00	95.00	Spring 2019
DES 0830L	Expanded Functions I Lab Increase in fee on typodont replacement teeth for simulator (from \$95.00 to \$99.00)	95.00	99.00	Spring 2019
DES 0831L	Expanded Functions II Lab Increase in fee on typodont replacement teeth for simulator (from \$140.00 to \$144.00)	140.00	144.00	Spring 2019
DES 1100L	Dental Materials and Expanded Duties Lab Increase fee to include the cost of typodont repair and replacement parts for the new simulator (from \$105.00 to \$125.00)	105.00	125.00	Spring 2019
EDE 4942	Elementary Education Internship II Reduce internship nametag fee (from \$12.00 to \$9.00)	12.00	9.00	Spring 2019
EEV 0573	Network Support Services IV Increased cost of CCNA certification exam (from \$295.00 to \$349.00) and remove the cost of paper and toner (\$8.00) as this course is now offered online	303.00	349.00	Spring 2019
HCP 0940	Phlebotomy Practicum Increase in cost of Scrub uniforms (from \$100.00 to 105.00)	100.00	105.00	Spring 2019

Course Prefix#	Course Title	Current Fee \$	Proposed Fee \$	Effective Term
HSC 1230C	Methods of Patient Care Remove BLS/CPR certification fee (\$55.00), decrease laboratory fee (from \$55.00 to \$50.00), remove phosphor image receptors fee (\$30.00), and add graduation pin (\$10.00)	140.00	60.00	Spring 2019
MLT 0043C	Basic Concepts of Phlebotomy Removed the BLS/CPR certification fee (\$55.00)	155.00	100.00	Spring 2019
NUR 1020C	Fundamentals of Nursing Decreased cost of ATI product (from \$500.00 to \$350.00), add fee for lab disposables for demonstration and lab care used by nursing students (\$50.00), and remove cost of BLS/CPR certification (\$55.00)	1,205.00	1,050.00	Spring 2019
NUR 1710C	Medical-Surgical Nursing for Adults & Children I Decreased cost of lab disposables for demonstration and lab care (from \$125.00 to \$50.00), and increase cost of ATI product (from \$275.00 to \$300.00)	400.00	350.00	Spring 2019
NUR 2003C	Nursing Transition Decreased cost of ATI product (from \$400.00 to \$300.00) and uniforms (from \$300.00 to \$225.00). Increased cost of skills kit (from \$275.00 to \$300.00) and add cost of lab disposables demonstration and lab care used by nursing students (\$50.00)	950.00	850.00	Spring 2019
NUR 2209L	Med-Surg Nursing for Adults & Children Clinical II Decreased cost of ATI product (from \$305.00 to \$300.00), increased fees of lab disposables for demonstration and lab care (from \$35.00 to \$50.00), increased fee for skills kits used by nursing students (from \$150.00 to \$200.00), and removed cost of CARP product/NCLEX review (\$75.00)	565.00	550.00	Spring 2019
NUR 2404C	Nursing Care of Parents and Infants Increased fee of lab disposables (from \$30.00 to \$50.00) and lab care (from \$225.00 to \$300.00), decreased cost of ATI product and removed cost of nursing pin (\$75.00) and NCLEX review (\$15.00)	345.00	350.00	Spring 2019

Course Prefix#	Course Title	Current Fee \$	Proposed Fee \$	Effective Term
NUR 2801C	Nursing Practicum Decreased cost of Department of Health NCLEX application fee (from \$205.00 to \$110.00), added cost of lab disposables for demonstration and lab care (\$50.00), and removed costs of simulator (\$80.00) and computer lab software (\$19.00)	504.00	360.00	Summer 2019
RTE 1814L	Radiography Clinical Education I Covers cost of uniforms and anatomical markers (\$142.00), decreases the cost of the dosimeter fee (from \$30.00 to \$12.00) and removes the cost of imaging reader/computer workstation (\$65.00)	95.00	154.00	Spring 2019
RTE 1824L	Radiography Clinical Education II Decreases the cost of the dosimeter fee (from \$30.00 to \$12.00) and removes the cost of imaging reader/computer workstation (\$65.00)	95.00	12.00	Summer 2019
RTE 2834L	Radiography Clinical Education III Increased cost of uniforms (\$49.00), decreases the cost of the dosimeter fee (from \$30.00 to \$12.00) and removes the cost of uniform patches (\$10.00) and anatomical markers (\$12.00)	133.00	142.00	Fall 2019
RTE 2844L	Radiography Clinical Education IV Adds the cost of ARRT examination fee (\$200.00), decreases the cost of dosimeter fee (from \$30.00 to \$12.00), and removes the cost of imaging reader/computer workstation (\$65.00)	95.00	212.00	Spring 2020
RTE 2854L	Radiography Clinical Education V Decreases the cost of dosimeter fee (from \$30.00 to \$12.00), adds cost of lapel pin (\$10.00) and removes the cost of imaging reader/computer workstation (\$65.00)	95.00	22.00	Summer 2019

SUGGESTED MOTION:

Move to approve the fee proposals as presented.

8.0 *Purchasing and Other Action Items*

9.0 Reports




OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: OCTOBER 31, 2018

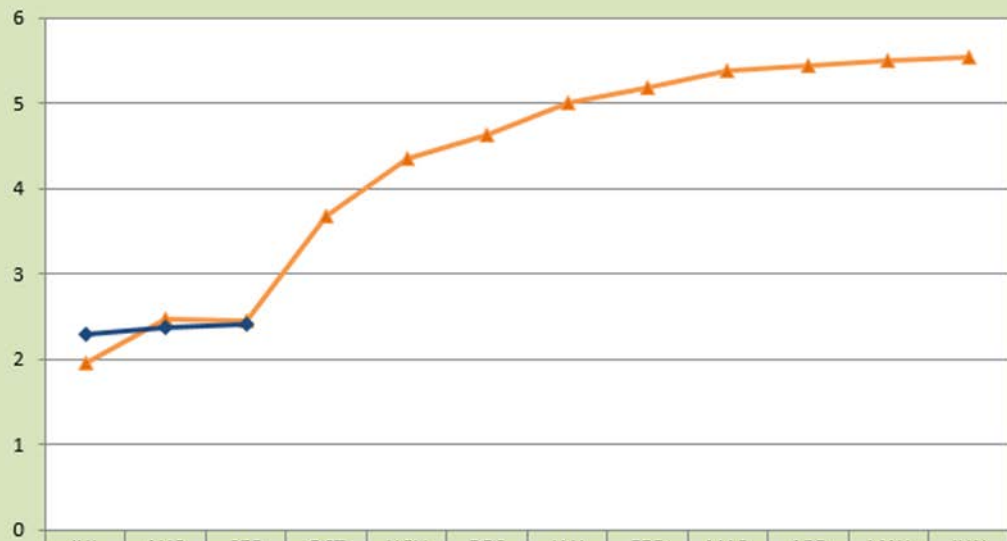
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

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

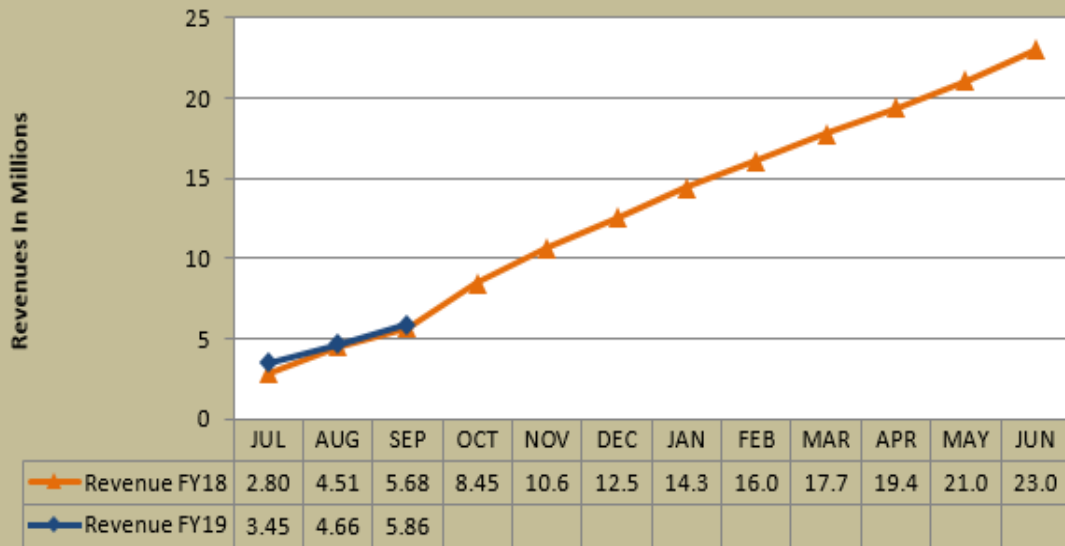
Enclosed for your review are the graphs and a summary of revenues and expenditures compared to budgeted funds within the Operating Budget through September 2018.

**South Florida State College
Fund 1 Student Fee Revenue, FY 18 vs FY 19**

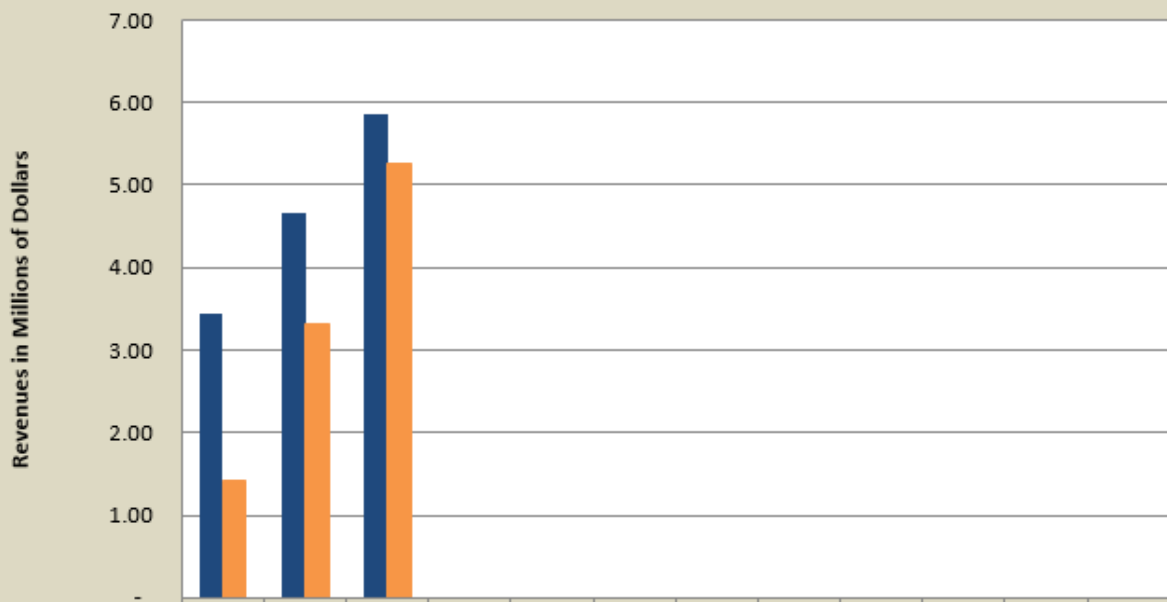


	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Student Fees FY18	1.96	2.47	2.46	3.69	4.36	4.64	5.00	5.19	5.38	5.43	5.49	5.53
Student Fees FY19	2.30	2.37	2.41									

South Florida State College Fund 1 Total Revenue, FY 18 vs FY 19



South Florida State College Fund 1 Total Revenues & Expenditures FY 19



■ Revenues	3.45	4.66	5.86	-	-	-	-	-	-	-	-	-
■ Expenditures	1.41	3.32	5.25									

South Florida State College					
Revenue and Expenditures for Fund 1					
For Month Ended September 30, 2018					
Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401-403XX	Tuition and Out of State Fees	4,210,370.00	2,077,099.88	2,133,270.12	49.33%
404XX	Lab Fees	489,113.00	214,644.58	274,468.42	43.88%
408XX	Technology Fees	185,938.00	83,365.86	102,572.14	44.84%
405-407XX, 409X	Other Student Fees	128,591.00	38,140.33	90,450.67	29.66%
416XX	Grants and Contracts from Counties	582,800.00		582,800.00	0.00%
42110	FCSPF-General Revenue	12,162,902.00	3,040,725.51	9,122,176.49	25.00%
4215X	Performance Based Incentive	1,558,109.00	353,321.84	1,204,787.16	22.68%
42210	CO&DS Entitlement	1,100.00		1,100.00	0.00%
42610	FCSPF-Lottery	3,803,945.00		3,803,945.00	0.00%
429XX, 439XX	Indirect Costs Recovered	92,750.00	20,959.15	71,790.85	22.60%
441-44400	Cash/Non-Cash Contributions and Gifts	14,000.00		14,000.00	0.00%
46400	Use of College Facilities	100,000.00	12,203.87	87,796.13	12.20%
466XX, 467XX	Other Sales and Services	269,131.00	8,245.26	260,885.74	3.06%
48100	Interest and Dividends	10,000.00	4,543.93	5,456.07	45.44%
487XX, 489XX	Fines and Penalties/Miscellaneous	117,255.00	7,379.17	109,875.83	6.29%
49XXX	Transfers and Other Revenues	200,000.00	268.49	199,731.51	0.13%
	Total Revenue	\$ 23,926,004.00	\$ 5,860,897.87	\$ 18,065,106.13	24.50%
51XXX	Management	1,825,560.00	461,051.42	1,364,508.58	25.26%
52XXX	Instructional	4,810,220.00	841,949.71	3,968,270.29	17.50%
53XXX	Other Professional	2,748,874.00	714,221.05	2,034,652.95	25.98%
54XXX	Career Staff	2,457,549.00	600,733.23	1,856,815.77	24.44%
56XXX	Other Professional-Instructional	1,438,924.00	188,748.73	1,250,175.27	13.12%
57XXX	Other Professional-Tech/Clerical/Trade	156,599.00	24,346.21	132,252.79	15.55%
58XXX	Student Employment	25,000.00	82.50	24,917.50	0.33%
585XX	Employees Awards	328,039.00		328,039.00	0.00%
59XXX	Benefits	4,394,526.00	890,420.07	3,504,105.93	20.26%
	Total Personnel	\$ 18,185,291.00	\$ 3,721,552.92	\$ 14,463,738.08	20.46%
605XX	Travel	288,020.00	37,361.65	250,658.35	12.97%
61000	Freight and Postage	18,245.00	9,363.72	8,881.28	51.32%
615XX	Telecommunications	61,715.00	11,544.65	50,170.35	18.71%
62000	Printing	34,215.00	11,190.83	23,024.17	32.71%
625XX	Repairs and Maintenance	1,048,045.00	366,516.48	681,528.52	34.97%
63000	Rentals	156,570.00	31,648.24	124,921.76	20.21%
635XX, 637XX	Insurance	388,750.00	29,778.15	358,971.85	7.66%
640XX	Utilities	1,455,175.00	404,550.78	1,050,624.22	27.80%
645XX	Other Services	816,394.00	214,477.59	601,916.41	26.27%
64700	Grant Aid	2,280.00	50.00	2,230.00	2.19%
650XX	Professional Fees	196,530.00	16,967.02	179,562.98	8.63%
655XX	Education Office/Dept Material Supp	686,948.00	171,045.44	515,902.56	24.90%
657XX	Data Software	21,750.00	19,054.84	2,695.16	87.61%
66000	Maint/Construction Material/Supp	323,645.00	57,800.16	265,844.84	17.86%
665XX	Other Materials and Supplies	137,830.00	14,244.25	123,585.75	10.33%
670XX	Subscriptions/Library	51,635.00	16,235.24	35,399.76	31.44%
675XX	Purchases for Resale	45,075.00	6,346.04	38,728.96	14.08%
680XX	Scholarships	45,500.00		45,500.00	0.00%
69XXX	Transfers and Other Expenses	125,000.00	8,933.52	116,066.48	7.15%
	Total Current Expenses	\$ 5,903,322.00	\$ 1,427,108.60	\$ 4,476,213.40	24.17%
706XX	Minor Equipment >1000<5000	75,000.00	7,300.00	67,700.00	9.73%
71000	Furniture and Equipment	419,997.00	95,308.50	324,688.50	22.69%
	Total Capital Outlay	\$ 494,997.00	\$ 102,608.50	\$ 392,388.50	20.73%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: OCTOBER 31, 2018

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 September 2018 meeting of the College District Board of Trustees. The included dates are September 5, 2018 to October 15, 2018. The total amount reported is **\$32,711.08**.

II. Foundation Update

- TSIC Annual Awards and Recognition
- Retiree Luncheon
- Alumni Association
- Community Outreach – Sun ‘n Lakes

South Florida State College Foundation, Inc

Gift Summary Report 9/5/18 - 10/15/18

Fund #	Fund Description	# Gifts	Cash	Pledges	GIK	Total
1000	Unrestricted	36	\$502.00	\$0.00	\$0.00	\$502.00
2000	Jacaranda Restoration Fund	2	\$12.00	\$0.00	\$0.00	\$12.00
5011	SFSC General Scholarship	14	\$5,683.00	\$0.00	\$0.00	\$5,683.00
5025	General Nursing Scholarship	3	\$10,872.00	\$0.00	\$0.00	\$10,872.00
5031	SFSC Community Fund	6	\$51.00	\$0.00	\$0.00	\$51.00
5032	SFSC Library Donations	6	\$70.00	\$0.00	\$0.00	\$70.00
5045	Athletic Booster Club	4	\$60.00	\$0.00	\$0.00	\$60.00
5058	Take Stock In Children - Ops	2	\$20.00	\$0.00	\$0.00	\$20.00
5095	Dental Programs	5	\$50.00	\$0.00	\$553.08	\$603.08
5110	Highlands County Bar Association Scholarship	3	\$100.00	\$0.00	\$0.00	\$100.00
5128	Helios Education Fdt. First Generation S'ship	1	\$3,246.00	\$0.00	\$0.00	\$3,246.00
5158	TSIC Scholarships	15	\$162.00	\$0.00	\$0.00	\$162.00
6005	Partnership Project	7	\$240.00	\$0.00	\$0.00	\$240.00
6006	Alumni Association Fund	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
6007	Field House Project	1	\$10,000.00	\$0.00	\$0.00	\$10,000.00
6010	STEM Endowment	4	\$90.00	\$0.00	\$0.00	\$90.00
Grand Totals:		110	\$32,158.00	\$0.00	\$553.08	\$32,711.08

50 Donor(s) listed



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: OCTOBER 31, 2018

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT

Proposals in Development

Title: Retired and Senior Volunteer Program (R.S.V.P.)
Source: Corporation for National and Community Service
Amount: \$44,534
Description: Funds will be requested to continue the R.S.V.P. grant in the 2019-2020 academic year. R.S.V.P. actively engages senior adults throughout Highlands County in meaningful volunteerism to support local non-profit organizations and improve quality of life for local elderly and high-need residents.

Submitted Proposals

Title: Soft Skills Accelerator
Source: CareerSource Florida
Amount: \$88,955
Description: Funds have been requested to support a soft skills accelerator strategic initiative in partnership with CareerSource Heartland.