

Agenda
District Board of Trustees Workshop
Lee Campus – Building I, Room 223
January 22, 2019
1:00 p.m.

Trustee Lunch Available at 12:30 for lunch meeting

AGENDA

1. Southern Association of Colleges & Schools – Commission on Colleges (SACS-COC) Overview and Update *Dr. Eileen DeLuca*
2. Governing Board Responsibilities *Dr. Eileen DeLuca*
3. Trustee Self-Evaluation Process and Recommendations *Dr. Eileen DeLuca*

BREAK

4. Updates from the President..... *Dr. Jeff Allbritten*
5. BOT Action Items *Chairman Rhone*

Consent Agenda

Financial Services Consent – Budget Amendments
Approval of Personnel Actions
Approval of Resolution of Legal Dispute

Information Only

Florida SouthWestern State College Monthly Financial Report

6. Closing Remarks..... *Trustees*

ADJOURNMENT

**Florida SouthWestern State College – District Board of Trustees
Agenda Item Summary**

Meeting Date: 1/22/2019

1. Action Requested/Purpose: Financial Services Consent - Budget Amendments

2. Fiscal Impact: Yes No N/A


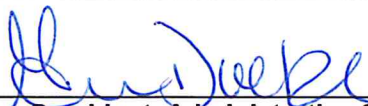
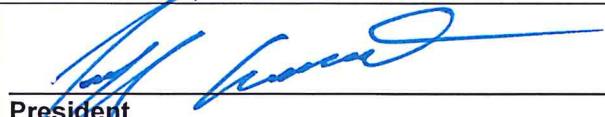
3. Funding Source: Operating Funds Amount: \$ 160,641

4. Administration Recommendation: Approval of the Financial Services Budget Amendments

<p>5. Agenda Item Type:</p> <p><input type="checkbox"/> Action Item <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Information Only <input type="checkbox"/> Board Requested Information/Report</p>	<p>8. Requirement/Purpose (Include Citation)</p> <p><input checked="" type="checkbox"/> Statute 1001.65(2) <input checked="" type="checkbox"/> Administrative Code 6A-14.0716(3) <input type="checkbox"/> Other</p>
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9. Background Information:

The attached report shows the Original Approved Budget and compares the Amended Annual Budget through August 31, 2018 to the Amended Budget through December 31, 2018. The budget amendments include a small increase to Student Tuition and Fees due to an adjustment made to the Nursing Continuing Education Program budget, an increase to Gifts, Contributions, Grants and Contracts to reflect a painting donation to the Gallery; and an increase Other Sources of Revenue due to revenue received from Black Box Theater ticket sales and High Schools portion of Resource Officers' salaries. It also shows the reallocation of current funds to support the ongoing operations of the College. These amendments result in a balanced budget.

Requested By:	 <hr/> Assistant Vice President, Budget and Financial Planning
Funding Verified by:	 <hr/> Vice President, Administrative Services
Approved For Agenda by:	 <hr/> President

**MONTHLY FINANCIAL REPORTS
FINANCIAL SERVICES CONSENT AGENDA
BUDGET AMENDMENTS**

Table #1

**FLORIDA SOUTHWESTERN STATE COLLEGE
CURRENT AND AMENDED OPERATING BUDGET BY FUNCTIONAL CATEGORY
FOR THE FISCAL YEAR ENDING JUNE 30, 2019**

SOURCES OF FUNDS	Original Budget	Amended	Amended	Budget Changes	
		Budget as of 8/31/2018	Budget as of 12/31/2018	From Amended Budget Amount	%
Student Fees	\$35,399,583	\$35,398,803	\$35,399,243	\$440	0.00%
Support from State Govt.	31,468,512	\$32,248,310	\$32,248,310	\$0	0.00%
Support from Fed. Govt.	25,000	\$25,000	\$25,000	\$0	0.00%
Gifts, Contributions, Grants & Contracts	3,031,414	\$3,031,414	\$3,081,414	\$50,000	1.65%
Sales & Services	598,743	\$598,743	\$598,743	\$0	0.00%
Transfers (from other funds)	163,050	\$163,050	\$163,050	\$0	0.00%
Other Sources	233,886	\$283,886	\$394,087	\$110,201	47.12%
Fund Balance Transfers	1,287,936	\$1,924,331	\$1,924,331	\$0	0.00%
TOTAL SOURCES OF FUNDS	\$72,208,124	\$73,673,537	\$73,834,178	\$160,641	0.22%

USES OF FUNDS Functional Category	Original Budget	Amended	Amended	Budget Changes	
		Budget as of 8/31/2018	Budget as of 12/31/2018	From Amended Budget Amount	%
Instructional	\$30,955,155	\$31,188,649	\$31,164,561	-\$24,088	-0.08%
Academic Support	6,667,972	6,854,127	6,902,010	\$47,883	0.72%
Student Support	11,701,686	11,713,085	11,734,832	\$21,747	0.19%
Institutional Support	13,731,804	13,999,073	14,868,479	\$869,406	6.33%
Physical Plant	8,851,507	8,913,805	9,062,592	\$148,787	1.68%
Budget Contingency	300,000	225,000	101,704	-\$123,296	-41.10%
TOTAL USES OF FUNDS	\$72,208,124	\$73,673,537	\$73,834,178	\$160,641	0.22%

**Florida SouthWestern State College District Board of Trustees
Agenda Item Summary**

Meeting Date: 1/22/2019

1. **Title:** Personnel Actions
2. **Action Requested/Purpose:** Approval of Personnel Actions
3. **Fiscal Impact:** Yes No N/A
4. **Funding Source:** Amount:
5. **Administration Recommendation:** The Administration recommends District Board of Trustees approval of the attached list of Personnel Consent Agenda actions.

6. **Agenda Item Type:**
- Action Item
 Consent Agenda
 Information Only
 Board Requested Information/Report


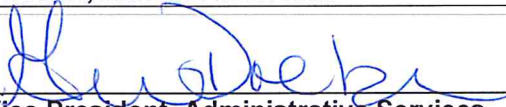

7. **Requirement/Purpose (Include Citation)**
- Statute **1012.855(1)(a)**
 Administrative Code **6a-14.0261**
 Other **BOT 6Hx6:5.02**

8. **Background Information:**

Personnel Consent Agenda actions are consistent with Florida Statute 1012.855(1)(a), Florida Department of Education, Administrative Rule 6A-14.0261, Board Policy 6Hx6: 5.02, and approved practices of the district and are deemed routine in nature. It is recommended that the attached list of Personnel Consent Agenda actions be approved.

- New Appointments
- Administrative Appointments
- Faculty Appointments
- Independent Study Appointments

These actions have been reviewed by appropriate supervisors and approved by designated College administrators. It is recommended that these actions be approved.

Requested by:	 _____ Director, Human Resources
Funding Verified by:	 _____ Vice President, Administrative Services
Approved for Agenda by:	 _____ President

APPOINTMENTS FOR INITIAL EMPLOYMENT

Allen	Roy	Sports Information Director
Berrian	Andrea	Staff Assistant, Honors-AA
Boyles	Keslie	Student Support Specialist
Buonanoma	Anthony	Network Systems Administrator II
Capes	Lara	Testing Specialist
Castro	Jesus	Officer, Public Safety
Emery	Isabel	Staff Assistant, Finance and Accounting
Hayes	Jeffrey	Public Safety Tech
Hotz	Brandon	Receiving/Distribution Clerk
Lewis	Nathan	Instructional Assistant
Sanchez-Naylor	Jessica	Office Assistant, FSW Collegiate High School
Switken	Tamara	Executive Assistant, Economic Development and External Affairs

CONTRACTS

A. Administrators

Baker	Jennifer	Associate Dean, School of Business and Technology
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B. Faculty

Cousino	Janice	Professor, Nursing
Donini	Jordan	Professor, Biology
Handte	Gordon	Professor, Anatomy and Physiology
Ivy	Eric	Professor, English- (TEMP)
Krupinski	Monica	Professor, Humanities (TEMP)
Lanute	Courtney	Professor, Foreign Language (TEMP)
MacPhail	Bobby	Professor, Speech (TEMP)
Maguire	Daniel	Professor, Speech
Nikishin	Alexandra	Professor, Economics (TEMP)
Samuelson	Roy	Professor, Speech (TEMP)
Scott	Jason	Professor, History (HGC) TEMP
Teneyck	John	Professor, English (TEMP)

C. Independent Study

An independent study option is available to students on a limited basis if a regularly scheduled class has been cancelled or not offered due to low enrollment, a student is unable to complete a scheduled course due to a medical issue or learning disability, or the student is in his/her last semester and a course required for graduation is not being offered.

Blitz	Andrew	Independent Study
Ortolano	Scott	Independent Study

**Florida SouthWestern State College District Board of Trustees
Agenda Item Summary**

Meeting Date: 1/22/2019

1. **Title:** Florida SouthWestern State College Monthly Financial Report
2. **Action Requested/Purpose:** Informational Purposes
3. **Fiscal Impact:** Yes No N/A
4. **Funding Source:** Amount: \$
5. **Administration Recommendation:** Informational Purposes Only

6. Agenda Item Type:

- Action Item
- Consent Agenda
- Information Only
- Board Requested Information/Report

7. Requirement/Purpose (Include Citation)

- Statute
- Administrative Code
- Other

8. Background Information:

Table #1

This report is for informational purposes only and requires no action by the Board. It compares the actual sources and uses of operating funds for the current fiscal period to the same period from the prior year. It is provided to give the reader an indication of how the College's financial position is growing on an incremental basis from year to year.

Table #2

This report is for informational purposes only and requires no action by the Board. It compares the actual sources and uses of operating funds for the current fiscal period to the budgeted sources and uses of operating funds for the current fiscal period. It is provided to give the reader an indication of how the College is performing in relation to its current operating budget.

Table #3

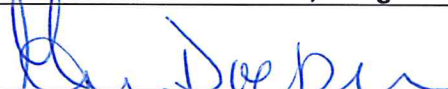
This report is for informational purposes only and requires no action by the Board. It compares the actual sources and uses of operating funds as a percentage of budget through the current fiscal period to the actual sources and uses of operating funds as a percentage of budget for the last four years. It is provided to give the reader an indication of any inconsistencies within budget lines on a yearly basis.

Requested by:



Assistant Vice President, Budget and Financial Planning

Funding Verified by:



Vice President, Administrative Services

Approved for Agenda by:



President

**MONTHLY FINANCIAL REPORTS
INFORMATION AGENDA
FINANCIAL REPORT**

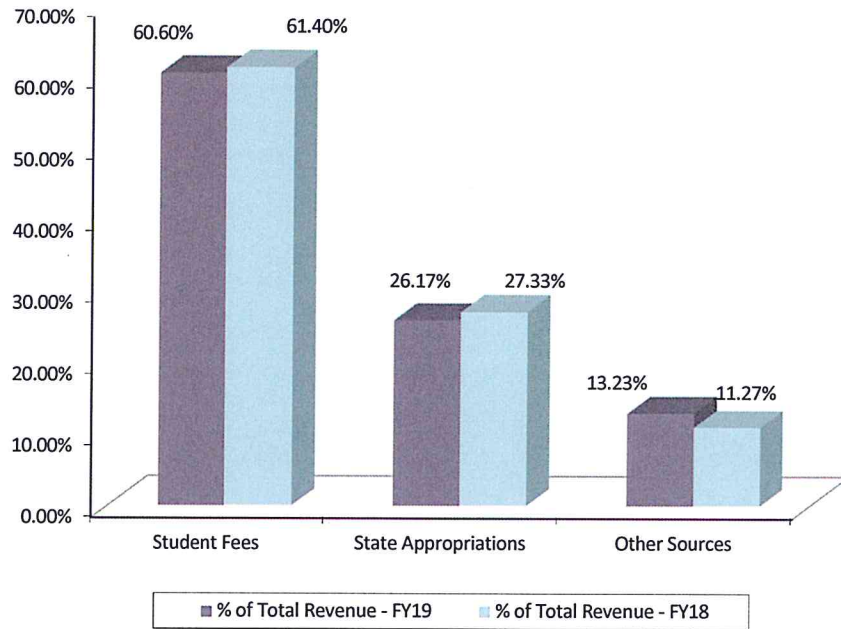
**FLORIDA SOUTHWESTERN STATE COLLEGE
OPERATING BUDGET BY REVENUE AND EXPENSE CATEGORY
COMPARISON OF CURRENT YEAR TO PRIOR YEAR
for Fiscal Year Ending June 30, 2019**

Table #1

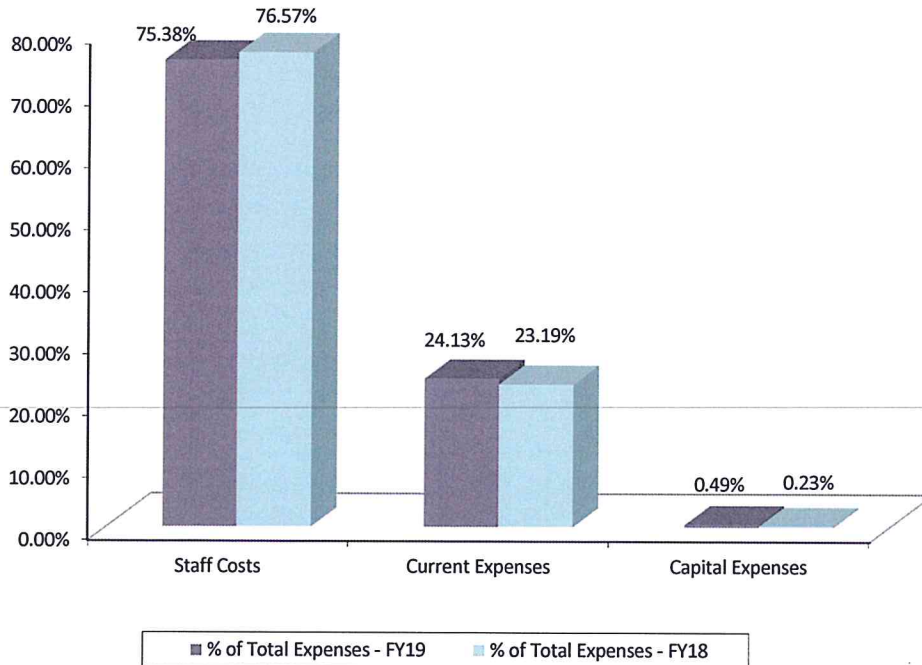
	Month Ending		Increase / (Decrease)	
	December 31, 2018	December 31, 2017	from Prior Year	
	Actual	Actual	Amount	%
SOURCES OF FUNDS	(Year To Date)	(Year To Date)		
Student Tuition and Fees	\$ 28,386,759	\$ 28,264,038	\$ 122,721	0.4%
Support from State Govt.	12,257,719	12,581,387	(323,668)	-2.6%
Support from Fed. Govt.	11,331	15,378	(4,047)	-26.3%
Gifts, Contributions, Grants & Contracts	3,351,819	2,835,231	516,588	18.2%
Sales & Services	436,019	230,005	206,013	89.6%
Transfers (from other funds)	163,050	471,458	(308,408)	-65.4%
Other Sources	310,743	129,764	180,979	139.5%
Board Designated Reserves	-	-	-	0.0%
Fund Balance Transfers	1,924,331	1,504,095	420,236	27.9%
TOTAL FUNDS AVAILABLE	\$ 46,841,771	\$ 46,031,357	\$ 810,414	1.8%
USES OF FUNDS				
Staff Costs				
Executive & Mgt. Staff	2,838,182	\$ 2,671,660	\$ 166,522	6.2%
Instructional Staff	8,975,795	8,314,163	661,632	8.0%
Other Professional Staff	5,151,491	4,665,796	485,695	10.4%
Tech., Clerical & Trade Staff	2,062,343	2,194,874	(132,531)	-6.0%
Instructional & Other Temp. Professionals [Adjuncts]	3,187,534	2,950,858	236,676	8.0%
Student Employment	134,958	130,751	4,207	3.2%
Benefits	5,556,431	5,314,520	241,911	4.6%
Total Staff Costs	\$ 27,906,735	\$ 26,242,622	\$ 1,664,112	6.3%
Current Expenses				
Travel	283,084	\$ 238,547	\$ 44,537	18.7%
Operating Expenses	2,039,811	2,009,768	30,043	1.5%
Rental - Facilities & Equipment	71,074	81,070	(9,996)	-12.3%
Insurance	646,601	598,440	48,160	8.0%
Utilities	878,132	881,135	(3,003)	-0.3%
Contract Services	3,520,977	3,065,320	455,657	14.9%
Transfers (to other funds)	-	149,938	(149,938)	-100.0%
Other Expenses	1,491,329	924,504	566,825	61.3%
Total Current Expenses	\$ 8,931,007	\$ 7,948,723	\$ 982,284	12.4%
Capital Expenditures				
Capital Expenditures	181,234	\$ 79,922	\$ 101,311	126.8%
Total Capital Expenditures	\$ 181,234	\$ 79,922	\$ 101,311	126.8%
TOTAL EXPENDITURES & TRANSFERS	\$ 37,018,976	\$ 34,271,268	\$ 2,747,708	8.0%



FLORIDA SOUTHWESTERN STATE COLLEGE % of Total Revenue by Source of Funds - as of December 31



FLORIDA SOUTHWESTERN STATE COLLEGE % of Total Expenses by Category - as of December 31



**MONTHLY FINANCIAL REPORT
INFORMATION AGENDA
FINANCIAL REPORT**

**FLORIDA SOUTHWESTERN STATE COLLEGE
OPERATING BUDGET BY REVENUE AND EXPENSE CATEGORY
COMPARISON OF CURRENT YEAR ACTUAL TO CURRENT YEAR REVISED BUDGET** Table #2
for Fiscal Year Ending June 30, 2019

	Month Ending December 31, 2018		Variance Amount	% of Revised Budget
	Revised Budget	Actual		
SOURCES OF FUNDS	(Total Year)	(Year To Date)		
Student Tuition and Fees	\$ 35,399,243	\$ 28,386,759	\$ 7,012,484	80.2%
Support from State Govt.	32,248,310	12,257,719	19,990,591	38.0%
Support from Fed. Govt.	25,000	11,331	13,669	45.3%
Gifts, Contributions, Grants & Contracts	3,081,414	3,351,819	(270,405)	108.8%
Sales & Services	598,743	436,019	162,724	72.8%
Transfers (from other funds)	163,050	163,050	-	100.0%
Other Sources	394,087	310,743	83,344	78.9%
Fund Balance Transfers	1,924,331	1,924,331	-	100.0%
TOTAL FUNDS AVAILABLE	\$ 73,834,178	\$ 46,841,771	\$ 26,992,407	63.4%
USES OF FUNDS				
Staff Costs				
Executive & Mgt. Staff	\$ 5,381,355	\$ 2,838,182	\$ 2,543,173	52.7%
Instructional Staff	17,273,620	8,975,795	8,297,825	52.0%
Other Professional Staff	10,375,416	5,151,491	5,223,925	49.7%
Tech., Clerical & Trade Staff	4,271,449	2,062,343	2,209,106	48.3%
Instructional & Other Temp. Professionals	5,747,303	3,187,534	2,559,769	55.5%
Student Employment	435,957	134,958	300,999	31.0%
Benefits	11,559,212	5,556,431	6,002,781	48.1%
Total Staff Costs	\$ 55,044,312	\$ 27,906,735	\$ 27,137,577	50.7%
Current Expenses				
Travel	\$ 804,845	\$ 283,084	\$ 521,761	35.2%
Operating Expenses	4,816,445	2,039,811	2,776,633	42.4%
Rental - Facilities & Equipment	327,657	71,074	256,583	21.7%
Insurance	848,863	646,601	202,262	76.2%
Utilities	2,318,935	878,132	1,440,803	37.9%
Contract Services	6,364,209	3,520,977	2,843,232	55.3%
Other Expenses	2,100,000	1,491,329	608,671	71.0%
Reserves	779,798	-	779,798	0.0%
Budget Contingency	101,704	-	101,704	0.0%
Total Current Expenses	\$ 18,462,455	\$ 8,931,007	\$ 9,531,448	48.4%
Capital Expenditures				
Capital Expenditures	\$ 327,411	\$ 181,234	\$ 146,177	55.4%
Total Capital Expenditures	\$ 327,411	\$ 181,234	\$ 146,177	55.4%
TOTAL EXPENDITURES & TRANSFERS	\$ 73,834,178	\$ 37,018,976	\$ 36,815,202	50.1%

FLORIDA SOUTHWESTERN STATE COLLEGE
Operating Budget

% of Budget through December

	FY19	FY18	FY17	FY16	FY15	Average FY15 - FY18
SOURCES OF FUNDS						
Student Tuition and Fees	80.2%	83.8%	83.2%	85.6%	82.9%	83.9%
Support from State Govt.	38.0%	39.5%	37.9%	39.5%	38.7%	38.9%
Support from Fed. Govt.	45.3%	43.9%	29.6%	32.7%	49.7%	39.0%
Gifts, Contributions, Grants & Contracts	108.8%	103.3%	50.3%	57.0%	4.7%	53.8%
Sales & Services	72.8%	39.1%	53.1%	25.1%	22.7%	35.0%
Transfers (from other funds)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Other Sources	78.9%	65.8%	22.7%	39.3%	65.7%	48.4%
Fund Balance Transfers	100.0%	100.0%	73.9%	100.0%	100.0%	93.5%
Total Funds Available	63.4%	64.7%	60.9%	63.3%	62.5%	62.8%
USES OF FUNDS						
Staff Costs						
Executive & Mgt. Staff	52.7%	49.6%	53.6%	52.5%	49.1%	51.2%
Instructional Staff	52.0%	50.7%	51.2%	50.1%	49.5%	50.4%
Other Professional Staff	49.7%	48.4%	49.2%	47.9%	49.0%	48.6%
Tech., Clerical & Trade Staff	48.3%	49.5%	48.9%	48.7%	45.6%	48.2%
Instructional & Other Temp. Professionals	55.5%	54.7%	48.5%	46.5%	52.7%	50.6%
Student Employment	31.0%	29.3%	47.8%	56.1%	36.6%	42.5%
Benefits	48.1%	47.4%	48.0%	45.2%	43.4%	46.0%
Total Staff Costs	50.7%	49.6%	49.9%	48.4%	47.9%	48.9%
Current Expenses						
Travel	35.2%	36.0%	30.5%	33.9%	40.6%	35.3%
Operating Expenses	42.4%	40.6%	62.5%	55.2%	44.2%	50.6%
Rental - Facilities & Equipment	21.7%	29.8%	18.6%	21.1%	14.7%	21.1%
Insurance	76.2%	77.2%	62.0%	65.3%	61.1%	66.4%
Utilities	37.9%	36.5%	34.2%	39.3%	40.1%	37.5%
Contract Services	55.3%	51.8%	50.9%	54.5%	51.0%	52.1%
Other Expenses	71.0%	48.8%	146.6%	47.8%	11.7%	63.7%
Reserves	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Budget Contingency	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Current Expenses	48.4%	44.3%	50.9%	46.8%	45.9%	47.0%
Capital Expenditures						
Capital Expenditures	55.4%	28.9%	45.7%	91.1%	58.5%	56.1%
Total Capital Expenditures	55.4%	28.9%	45.7%	91.1%	58.5%	56.1%
Total Expenditures & Transfers	50.1%	48.2%	50.1%	48.3%	47.5%	48.5%

