

**BUDGET WORKSHOP MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
MAY 22, 2019**

**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 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    |
| Dr. James Hawker     | Dr. Michele Heston     |
| Mr. Don Kesterson    | Mrs. Melissa Kuehnle   |
| Mr. Glenn Little     | Ms. Melissa Lee        |
| Mr. Jonathan Stern   | Ms. Robin Southwell    |
| Dr. Sidney Valentine | Dr. Chris van der Kaay |
| Mrs. June Weyrauch   |                        |

**Excused:** Mr. Erik Christensen Ms. Cindy Garren Dr. Tim Wise

**Others Present:** Mrs. Barbara Kirschner

**CALL TO ORDER**

The budget workshop of the District Board of Trustees was called to order at 10:09 a.m. on the Highlands Campus by Board Chair, Mrs. Tami Cullens.

**1. 2019-2020 Budget Proposal**

- a. Dr. Leitzel thanked Vice President Little and his team for their work on the budget this year. Dr. Leitzel began the workshop with an overview of the 2019-2020 Budget.
- b. Vice President Little presented the Budget Priorities – salary adjustments for personnel, enrollment growth, reorganization/realignments for efficiency, encourage professional development, facilities maintenance due to aging facilities, providing current technology resources, and strategic management of fund balance to ensure financial stability and flexibility.
- c. Dr. van der Kaay discussed Enrollment Projections – the FTE Trend Information.
- d. Vice President Little gave an overall summary of the budget and projected fund balances for both FY19 and FY20. He reported a projected fund balance for 6/30/19 of \$2,398,815 with a projected fund balance percentage of 9.01%. Vice President Little also reported a proposed projected fund balance for 6/30/20 of \$1,828,985 with a projected fund balance percentage of 7.00%.

- e. Ms. Lee discussed Student Fee Rates 2019-2020 and the Proposed Revenue Budget. In her overview she noted that for the eighth consecutive year there are no proposed increases in tuition.
- f. Vice President Little addressed the legislative appropriations for the Florida College System and how it relates to SFSC. He discussed how the Performance Model changed for FY20.
- g. Vice President Little presented the Personnel Budget for Fiscal Year 2019-2020. He addressed the personnel costs which includes: the annualization of all personnel changes that occurred in Fiscal Year 2018-2019; reorganization/realignment within departments; one new faculty position; terminal leave payouts for planned/unplanned retirements/resignations; reclassification and salary equity adjustments for changes in responsibility and/or professional development; and salary adjustments for faculty achieving continuing contract years of service. He also discussed an increase for FRS at 3.1% and health insurance projected to increase 8.0%. He presented a recommended across-the-board raise of 2% for all eligible full-time and part-time employees filling regularly established positions and a non-recurring salary supplement of 2% for all eligible full-time employees and \$300 for all eligible part-time employees filling regularly established positions. Vice President Little also discussed the adjustments proposed to the 2019-20 Salary Schedule and provided a copy for the Trustee's review.
- h. Ms. Melissa Lee reviewed the Current Expenditures and Capital Outlay Budget for Fiscal Year 2019-2020 for Fund 1.
- i. Vice President Little discussed the Capital Outlay Budget for Fiscal Year 2019-2020.
- j. Vice President Little recommended Board action for the 2019-2020 Budget Proposal to take place during the regular Board meeting following the workshop.

## **2. COMMENTS**

Mrs. Puckorius thanked Vice President Little and team for all their work to help the Board understand the process and their ability to pull all the material together.

Mr. Wright had a question pertaining to Senate Bill 190 and asked for Mr. Little to elaborate on the 5% Fund 1 Balance. Mr. Little addressed his question.

Mrs. Cullens, Mr. Bryan and Dr. Kirschner all had questions pertaining to the health insurance cost, the projected insurance increase, and how SFSC will address it. Mr. Little addressed their questions and concerns.

Dr. Kirschner had a question about the administrative staff salary level. Mr. Little gave him a brief explanation and addressed his question.

Dr. Litzel commended Vice President Little, Mr. Kesterson, Ms. Southwell, Ms. Lee and Mrs. Weyrauch for their work on this year's budget preparation. He also recognized Dr. van der Kaay's contributions on planning and evaluation.

There being no further discussion, the Budget Workshop adjourned at 12:03 p.m.