



**SFSC
District Board of Trustees
Regular Meeting
May 27, 2020**

**Highlands Campus
3:00 p.m.**

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

[Zoom video conference/conference call](#)

<https://zoom.us/j/98892352525?pwd=bmR5UWlQVkrFZXF1a3FJTnUrenRiQT09>

**To join conference call, please use: Phone no. 1.929.205-.6099; Meeting ID: 988 9235 2525;
Password: 000152.**

This meeting is open to the public.

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of May 27, 2020 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of May 27, 2020 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
MAY 27, 2020
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 – March 11, 2020
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Grant Awards
 - 5.2.1 Sail On - \$3,750
 - 5.2.2 Art Works - \$10,000
 - 5.2.3 Higher Education Emergency Relief Fund – IHEs - \$1,055,723
 - 5.2.4 Higher Education Emergency Relief Fund – IHE/Institution - \$1,055,723
 - 5.3 Agreements and Contracts
 - 5.3.1 Lease Agreements – Hotel Jacaranda and SFSC Teacherage
 - 5.3.2 Lease Agreement – Florida Center for Addictions and Dual Disorders
 - 5.3.3 Contracts for Private Attorney Services 2020-2021 and Reappointment of College Attorney
 - 5.3.4 Special Needs Shelter Agreements with DeSoto and Hardee Counties
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Bad Debt Listing
 - 5.4.3 Donation – 2015 Ford Focus
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
- 8.0 Other Action Items
 - 8.1 Annual Facilities Inspection Summary Report
- 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: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – MARCH 11, 2020

It is recommended that the minutes of the regular meeting held March 11, 2020 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:

Move to approve the minutes of the March 11, 2020 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MARCH 11, 2020**

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

Excused: Dr. Louis H. Kirschner Mr. Ken Lambert Mr. Joe Wright

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mrs. Dolores Breedlove
	Ms. Patricia Cardin	Mr. Erik Christensen	Dr. Robert Flores
	Mr. Blair Gilfus	Mrs. Courtney Green	Ms. Jenny Grenke
	Dr. James Hawker	Mr. Don Kesterson	Mrs. Melissa Kuehnle
	Mrs. Deborah Latter	Ms. Melissa Lee	Mr. Glenn Little
	Ms. Anastasia Saunders	Mr. Jonathan Stern	Mrs. Tina Stetson
	Ms. Kelly Sweet	Dr. Sidney Valentine	Dr. Chris van der Kaay
	Mrs. Mary von Merveldt	Mr. June Weyrauch	Dr. Tim Wise

Excused: Mrs. Cindy Garren Dr. Michele Heston

Others Present: Mr. Marc Valero, Highlands News-Sun

The regular meeting of the District Board of Trustees was called to order at 1:06 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 Mr. Backer, to adopt the agenda of the regular meeting held March 11, 2020 as presented.

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.2 Regular Meeting Minutes

Mr. Bryan made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held January 29, 2020 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Puckorius, and Mrs. Rider. **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 Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Dolores Breedlove	Case Data Specialist, Farmworker Career Development Program	Erik Christensen	10/07/19
Patricia Cardin	Instructor, Nursing	Mary von Merveldt	08/12/19
Blair Gilfus	End User Support Analyst I	Chris van der Kaay	08/12/19
Jenny Grenke	Administrative Assistant II, Adult Education	Courtney Green	12/02/19
Anastasia Saunders	Coordinator, Institutional Advancement & Alumni Development	Jamie Bateman	11/01/19
Kelly Sweet	Financial Aid Data Specialist	Tina Stetson	11/01/19

2.1 Employee Retirement Recognition

Employee	Position	Dates of Service
Pamela S. Vestal	Purchasing Specialist	05/11/92 – 03/31/20

Mr. Backer made a motion, seconded by Mrs. Puckorius, to recognize the retirement of Pamela S. Vestal for her many years of service to South Florida State College. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Rider, and Mrs. Puckorius. **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: full-time faculty; full-time career staff; retirements; reappointments, vice presidents, 2020-21; reappointments, full-time administrative staff, 2020-21; reappointments, full-time faculty, 2020-21; annual contract (9, 10, 11, 12 month contract depending upon responsibilities) ; and adjunct faculty 2019-20, academic year as needed.

(EXHIBIT "A")

5.2 Agreements and Contracts

- 5.2.1 Approved the new agreement with Fort Meade Dental as presented. *(EXHIBIT "B")*
- 5.2.2 Approved the new agreement with Smile Design Dentistry. *(EXHIBIT "C")*
- 5.2.3 Approved the new agreement with Viet Ho Prosthodontics and Implant Dentistry. *(EXHIBIT "D")*
- 5.2.4 Approved the renewal agreement with Career Source Southwest Florida. *(EXHIBIT "E")*
- 5.2.5 Approved the renewal agreement with Career Source Heartland. *(EXHIBIT "F")*

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through January 2020. *(EXHIBIT "G")*

5.3.2 Property Deletion

Approved the deletion of College property from inventory records as presented.

(EXHIBIT "H")

Mr. Bryan made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.3.2 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Puckorius, and Mrs. Rider.
Motion carried by unanimous vote.

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

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

Dr. Valentine informed the Board that modifying the AS program by offering a new course (Intermediate Accounting) to provide students the necessary accounting skills and knowledge when it comes to competing for jobs and restructuring the program course structure to strengthen the skill set and knowledge of accounting students. He stated that modifying the CCC program to align with changes to articulating AS degree. He reported there will be no change to program lengths; effective Fall 2020 (202110). Dr. Valentine reported the revision to the medical office and administrative programs' course structure to stay current with the Department of Education (DOE) frameworks and to meet the needs of medical offices and students. Plus add, "You must pass each course with a C or higher" since medical knowledge is vital in a patient care setting. He reported no change to program lengths; effective Fall 2020 (202110). Dr. Valentine reported on offering Overview of Anatomy and Physiology as an additional option for students to earn science credits that do not require prerequisite(s), and/or for student interested in learning principles of anatomy and physiology, but do not have the need of ability to complete two full terms of anatomy and physiology lecture/lab. He stated the course will be designated as a general education science elective under the non-laboratory sciences and open to all programs/majors; effective Fall 2020 (202110).

Dr. Valentine reported that ACG 2170 Financial Statement Analysis is no longer needed as an elective for the accounting programs.

Mrs. Rider made a motion, seconded by Mr. Backer, to approve the curriculum proposal as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

7.2 2020-2021 College Calendar

Dr. Valentine presented the 2020-2021 College Calendar.

(EXHIBIT "J")

Dr. Valentine reported the adjustment to the 2020-2021 College Calendar allows an extra week before the start of the Spring 2021 term for students to register for classes, complete financial aid applications, and get placed within classes before the Spring term begins. He informed the Board this adjustment will minimize the negative effects of adding students to class rosters after classes have already begun. He stated in the previous years, there were only two days between faculty and staff returning to campus and classes beginning for the Spring term. All delayed registration processes for Spring term took place during those two days. Dr. Valentine informed the Board that the calendar dates align better with the local school districts and helps the college to serve the community better.

Mrs. Cullens stated that she appreciates the time between the terms to help the students to be more efficient.

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the 2020-2021 College Calendar as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Special Recognition For Trustee Lambert

Mrs. Cullens informed the Board according to Florida Statute 1001.61(4), "At its first regular meeting after the July 1 of each year, each Florida System institution board of trustees shall organize by electing a chair, whose duty as such is to preside at all meetings of the board, to call special meetings thereof, and to attest to actions of the board, and a vice chair whose duty as such is to act as chair during the absence or disability of the elected chair. It is the further duty of the chair of each board of trustees to notify the Governor, in writing, whenever a board member fails to attend three consecutive regular board meetings in one fiscal year, which absences may be grounds for removal." Mrs. Cullens reported that due to his illness Mr. Lambert has been unable to attend regular board meetings since October 2019. She stated that she and Dr. Leitzel will notify the Governor in writing per Florida Statute 1001.61(4) of Mr. Lambert's absences. Mrs. Cullens recognized Mr. Lambert during a special presentation. She then asked for Board approval to honor Mr. Lambert with Trustee Emeritus and to establish the Kenneth A. Lambert Memorial Endowment. Mrs. Cullens asked Mrs. Bateman to speak further on the endowment. Mrs. Bateman reported the purpose of the gift, established through the efforts of the South Florida State College District Board of Trustees as a tangible means of perpetuating the memory of Mr. Lambert and his commitment, dedication, and love for SFSC. She stated gifts given will provide financial support for SFSC to meet needs and fund projects that cannot be met by the general operating budget. Mrs. Bateman stated

the Foundation is responsible for the management of the gift given by a donor with the goal that the capital value of the funds will be maintained in perpetuity to accomplish the terms of this endowment. Mr. Bryan questioned the difference between an endowment vs. scholarship. Mrs. Bateman explained the difference between an endowment vs. scholarship and how an endowment would be a better choice to honor Mr. Lambert, as an endowment can be modified to the needs of the college. Mr. Bryan stated that he believes Mr. Lambert would be happier with an endowment to serve the college. Mr. Bryan added that he has visited with Mr. Lambert and shared that he is in good spirits and at peace. He stated that Mr. Lambert loved SFSC and being able to support the community. Mrs. Cullens thanked Mrs. Bateman and Dr. Leitzel for their work.

Mr. Backer made a motion, seconded by Mrs. Puckorius, to recognize the contributions of Mr. Kenneth A. Lambert with a special recognition of Trustee Emeritus. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Puckorius, and Mrs. Rider. **Motion carried by unanimous vote.**

Mr. Bryan made a motion, seconded by Mrs. Rider, to recognize the contributions of Mr. Kenneth A. Lambert with The Kenneth A. Lambert Memorial Endowment. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Puckorius, and Mrs. Rider. **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 for FY2019-20 year-to-date.
(EXHIBIT "K")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$33,528.66** from January 8 through February 25, 2020. Mrs. Bateman briefly highlighted baseball alumni Coach Ronnie Jackson, Mr. Hoppy Rewis, and Mr. Fred McCall (first pitcher) all SFSC class of 1968 and 1969 throwing out the first pitch at our SFSC Panther baseball game. Mrs. Bateman shared the Foundation Midnight at the Masquerade will be held at the Hotel Jacaranda on Thursday, April 16. She gave a brief description to the Board of the event. She announced the Foundation Legacy Showcase on Saturday, October 24 will have the dueling pianos as entertainment again and Mr. Keith Goodson will be doing a live painting session during the event to be auctioned later that night. Mrs. Bateman informed the Board that attendees can now register online with Event Bright, which is a new tool for the Foundation. She thanked Ms. Anastasia Saunders for her work with the events.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 3/11/20. He gave a brief description of the grants.

II. Submitted Proposals

A. Retired Senior and Volunteer Program (RSVP)

Corporation for National and Community Service (CNCS) \$ 52,034

B. Student Support Services

U.S. Department of Education, Office of TRiO Programs \$ 1,337,381

C. Sail on: Beach Boys Tribute Matinee

South Arts \$ 3,750

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Highlighted Panther Athletics Softball and Baseball: Opening Day – Jan. 31, first pitch Mr. Rob Hampton; and opening pitches from Coach Ronnie Jackson, Mr. Hoppy Rewis, and Mr. Fred McCall.
2. NJCAA Announcement: Athletic Director Rick Hitt was appointed to the Class of 2020 Hall of Fame NJCAA Baseball Coaches Association. Dr. Leitzel distributed the press release to the Board. He informed the Board that Coach Hitt will be inducted in May 2020 in Colorado.
3. Announced SFSC achieved the Military Friendly prestigious designation again. Dr. Leitzel thanked both Dr. Wise and Mr. Hampton for their work during the application process.
4. Hemp4Water Update: Dr. Leitzel stated following the Board's endorsement in December 2019, an application was submitted for a hemp research project at SFSC. He informed the Board the application was approved and a permit was received in early February 2020. Dr. Leitzel reported that SFSC and Mr. Steve Edmonds with Hemp4Water held an organizational meeting on February 28 to discuss the next phase of the project. He stated the goal is to use the bio mats to reduce the amount of nitrogen and phosphorous in our lakes. Dr. Leitzel gave an overview of the research project that will include faculty/students. He informed the Board that the SFSC research project is the only one doing fiber research with hemp and the only one in the country doing water bio-remediation. Dr. Leitzel stated that he is very proud of Ms. Kendall Carson, Dr. James Hawker and students for their work and research. He shared that a press release is in the works. Dr. Leitzel informed the Board the Monday, March 23 will be the first day to start the research project. Dr. Hawker stated that he is very excited and this will be a great opportunity for the students. Dr. Leitzel thanked the Board for their endorsement.
5. Highlighted SFSC's commitment to applied/undergraduate research with thanks to Dr. Hawker. Dr. Leitzel reported that Dr. Hawker along with Ms. Amy Bohan took three SFSC students to present their research projects at the Florida Undergraduate Research Conference (FURC) held at Florida Gulf Coast University in Fort Myers. Dr. Hawker gave a brief description of each student's research project to the Board. Dr. Leitzel stated due to COVID-19 the San Diego research conference has been canceled that the students were scheduled to attend. He informed the Board that SFSC will host a Student Research Forum so, the students can present their projects.
6. College For A Day Update: Dr. Leitzel asked Dr. Wise to speak to the Board. Dr. Wise reported that 700 students attended the event this year from our local high schools. He gave a brief overview of the event.
7. Male Minority Initiative Update: Dr. Leitzel asked Dr. Wise to report on the event. Dr. Wise reported that this is the fifth year that SFSC has held this event. He shared that Mr. Rob Hampton lead the event this year. Dr. Wise gave a brief description of the event. He stated that there were group workshops to discuss careers and opportunities to the attendees. Dr. Wise reported that they had alumni that have went through the program speak with the attendees.
8. Dr. Leitzel announced that Mr. Keith Goodson is on campus refreshing Enlightenment Tower.

9. Highlighted College Events: DeSoto Arts and Humanities Council Art Show on the DeSoto Campus, March. 6-7; and 2020 All-Florida Academic Award Ceremony held in St. Petersburg, March. 6. Dr. Leitzel thanked Mrs. Cullens and Dr. Valentine for attending to honor the SFSC student recipients.
10. Local Events: Avon Park Champions Club Dinner, March. 7. Dr. Leitzel thanked Mrs. Cullens, Mrs. Bateman and Ms. Patty Manderville for attending the event.
11. Teacherage Update: Dr. Leitzel announced at the last DBOT meeting that SFSC has had a facility discussion about the possibility of moving the Adult Education Program from the Teacherage to First United Methodist Church, Sebring. Dr. Leitzel informed the Board that the Foundation Board will have final vote on the potential move regarding the Teacherage in Sebring. Dr. Leitzel reported that the Foundation Board action is that the Foundation Board attorney and the School District attorney will review the agreement pertaining to the ownership of the Teacherage. Dr. Leitzel informed the Board that SFSC will move forward with moving the Adult Education Program to the First United Methodist Church, Sebring.
12. Tallahassee Update: Dr. Leitzel distributed the Patriot's Path press release to the Board. Attending on behalf of SFSC was Mrs. Cullens, consultant to e-Defense project Mr. David Lowe and Dr. Leitzel. He gave a brief overview about the conference. Dr. Leitzel shared he and Mrs. Cullens attended a reception at the Governor's Mansion. He reported that the legislative session is supposed to end this week but believes it may be extended into next week. Dr. Leitzel commended both Senator Albritton and Representative Pigman for their continued support.
13. SACSCOC Update: Dr. Leitzel announced that Dr. Linda Thomas-Glover, SACSCOC Vice President will be a guest at Convocation this year. He reminded everyone that our SACSCOC on-site visit is October 4-7, 2021.
14. Announced that Mr. Christensen attended a conference in Annapolis at the Naval Academy to meet about potential Naval Community Colleges. He asked Mr. Christensen to give the Board a brief report. Mr. Christensen informed the Board that he presented at the Naval Academy, February 26-27. He stated the goal is to have Sailors/Marines register for school and finish their two-year degree within their first year of enlistment. Dr. Leitzel thanked Mr. Christensen for his service.
15. Coronavirus (COVID-19) Precautions: Dr. Letizel reported on what SFSC is doing to keep everyone informed with up-to-date information. He gave a brief overview of the updates that are happening now in the Florida College System and how we are to prepare for COVID-19. Dr. Leitzel stated that he will keep the Board informed about COVID-19 and how SFSC will proceed.

9.4 Board Attorney's Report

Mrs. Karlson reminded the Board that, SFSC's DBOT agreed to define a Conflict of Interest Statement consistent with Part III of Chapter 312 of the Florida Statutes that defines a conflict of interest as "a situation in which regard for a private interest tends to lead to disregard of a public duty or interest (112.312(8))." Mrs. Karlson informed the Board that SACSCOC, section 4.2 d assures the governing board, "defines and addresses potential conflict of interest for its members." Mrs. Karlson stated that South Florida State College, District Board of Trustees has adopted a policy regarding conflict of interest transactions. By signing the Conflict of Interest Compliance Certification, each board member confirms they have received a copy of District Board Policy 1.06, entitled Conflict of Interest. Further, each board member agrees to avoid conflicts defined as situations in which regard for private interest tends to lead to disregard of a public duty or interest. The signatures indicate that each board member will comply with Florida Statutes to avoid any conflict of interest in their duties as a member of the District Board of Trustees of South Florida State College.

Pursuant to Florida Statutes a board member must abstain from participating in or voting on any transaction where a conflict or a potential conflict may exist and must disclose the nature of the conflict in writing in accordance with Florida Statutes.

Mrs. Karlson acknowledged not all Board members were present to sign the Conflict of Interest Compliance Certification form. She stated it will be brought back to the next DBOT meeting for the remaining Board members to sign.

9.5 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

9.6 Board Chair Report

Mrs. Cullens reported that she participated in the Financial Aid Audit Exit Conference and was happy to announce that there were no findings and minor recommendations. She thanked Ms. Melissa Lee and her team for their work. Mrs. Cullens informed the Board that it was a very productive ACCT National Legislative Summit in Washington, DC and that she, Dr. Leitzel, and Mrs. Bateman were able to meet with donors while there. Mrs. Cullens informed the Board that while in Washington, DC that she and Mr. David Lowe, consultant for e-Defense program were able to reach out to Senator Rubio and Representative Steube's office to let them know what SFSC is currently doing with e-Defese. She stated that she was glad she was able to attend the Patriot's Path press conference. Mrs. Cullens shared that it is always a pleasure to be able to sit and meet with Chancellor Hebda. Mrs. Cullens wished everyone a wonderful Spring Break.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2.42 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "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

MAY 2020	JUNE 2020	JULY 2020
<p>5 Spring Commencement</p> <p>7 Leadercast</p> <p>27 Board Meeting, 3 PM Virtual Meeting</p>	<p>24 Budget Workshop, 10 AM Highlands Campus</p> <p>Board Meeting, 1 PM Highlands Campus</p>	<p>22 * Board Meeting, 1 PM Highlands Campus</p> <p>24 Early Bird Registration ACCT Leadership Congress, Chicago</p>
AUGUST 2020	SEPTEMBER 2020	OCTOBER 2020
<p>26 * Board Meeting, 1 PM Highlands Campus</p>	<p>23 * Board Meeting, 1 PM Highlands Campus</p> <p>30 – 10/3 ACCT Leadership Congress, Chicago</p>	<p>21 * Board Meeting, 1 PM Highlands Campus</p> <p>24 Foundation Legacy Showcase, University Center, 5:30 PM</p>
NOVEMBER 2020	DECEMBER 2020	JANUARY 2021
<p>TBD * Board Meeting, 1 PM Highlands Campus</p> <p>30 Jacaranda Jubilee, Hotel Jacaranda, 6:30 PM</p>	<p>10 Foundation Christmas Luncheon, Hotel Jacaranda, 11:30 AM</p> <p>TBD * Board Meeting, 1 PM Highlands Campus</p>	<p>TBD * Board Meeting, 1 PM Highlands Campus</p>
FEBRUARY 2021	MARCH 2021	APRIL 2021
<p>TBD * Board Meeting, 1 PM Highlands Campus</p> <p>7-10 ACCT National Legislative Summit, Washington, DC</p>	<p>TBD * Board Meeting, 1 PM Highlands Campus</p>	<p>TBD * Board Meeting, 1 PM Highlands Campus</p>

New Addition

Tentative *

2.0 Communications, Introductions, and Recognitions

3.0 *Public Comment*

4.0 Presentations

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed next to the name 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.

	CONSENT AGENDA ACTION ITEMS	Page
5.1	Personnel Actions	22
5.2	Grant Awards	26
	5.2.1 Sail On - \$3,750	
	5.2.2 Art Works - \$10,000	
	5.2.3 Higher Education Emergency Relief Fund – IHEs - \$1,055,723	
	5.2.4 Higher Education Emergency Relief Fund – IHE/Institution - \$1,055,723	
5.3	Agreements and Contracts	30
	5.3.1 Lease Agreements – Hotel Jacaranda and SFSC Teacherage	
	5.3.2 Lease Agreement – Florida Center for Addictions and Dual Disorders	
	5.3.3 Contracts for Private Attorney Services 2010-2021 and Reappointment of College Attorney	
	5.3.4 Special Needs Shelter Agreements with DeSoto and Hardee Counties	
5.4	Operating Actions	35
	5.4.1 Monthly Accounts Payable & Payroll Check Register	
	5.4.2 Bad Debt Listing	
	5.4.3 Donation – 2015 Ford Focus	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: MAY 27, 2020

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 STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Figueroa Alvarado, Zory*	Program/Data Specialist, Panther Youth Partners	04/01/20
Hampton, Robert**	Director, Career Development Center	07/01/20
Puckorius, Mary***	Office Manager, Dual Enrollment and Advising	06/01/20

*Transferred from Case Data Specialist, PYP position

**Transferred from Student Services Advisor/Retention Specialist position

***Transferred from Coordinator, Career Guidance and Job Placement position

II. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Arpasi, Cheryl	Coordinator, Physical Plant Operations	05/22/20
Cover, E. Cate	Professor, Biology	05/31/20*
Little, Glenn	Vice President for Administrative Services	12/18/20
Rafatti, Colleen	Director, Career Development Center	06/30/20

*Updated retirement date, original date was 07/31/20

IV. TERMINATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Brown, Adam	Lead Maintenance, Lake Placid Center	05/11/20

V. REAPPOINTMENTS, FULL-TIME FACULTY, 2020-21:

Calvin, Mary Kate

VI. REAPPOINTMENTS, FULL-TIME PROFESSIONAL STAFF, 2020-21:

Anderson, Clinton	Hutzelman, Mary
Ashworth, Steve	Ivy, Curtis
Austin, Mike	Jackson, Catherine*
Bello, Adela	James, Antonio*
Bello, Kim	Jefferies, Tara*
Benn, Kathleen	Jensen, Shaila*
Bennett, Ashley	Johnson-Decarie, Lisa
Blandin, Katrina	Jones, Sharon
Bobo, Christie*	Juve, Kris*
Bohan, Thomas	Kramer, Joann
Bruns, David	LaDue, Renee
Bryant, Derek	Latter, Deborah
Carden, Denise	Lee, Garrett*
Carney, Gilbert	Lewis, Diane
Carson, Kendall*	Loweke, Keith
Castillo, Magdalisse	Manalo, Kamille*
Castro, Fabiana*	McCoy, Dara*
Cleghorn, Diana	Merritt, Richard
Crawford, Kim	Morales, Tasha*
Crews, Sari	Narciza, Brian
Cuencas, Edwin*	Negron, Christian
Davis, Daniel*	Nicholas, Colin*
Diaz, Axel	Ochoa, Danielle*
Elders, Theresa	Ortiz, Minerva*
Falla, Carlos	Pantoja, Jessica
Gilfus, Blair	Pantoja, Ricardo
Gottus, Tina	Penley, Vickie*
Gray, Junior	Personette, Sureka
Green, Courtney	Pierstorff, Cheryl
Gutierrez, Deborah	Pinzon, Carol
Hall, Michele	Polk, Andy
Hayes, Fred	Ramnarain, Go
Hemler, Chuck	Ricker, April
Hitt, Rick	Rios, Elisavet
Huften, Michael	Rodriguez Martinez, Frankie
Roman, Linda*	Wellnitz, Kendra
Saunders, Anastasia	Weyrauch, June
Schuler, Sharon	Wheaton, Janet
Simmons, Joyce	Wilder, Laura
Southwell, Robin	Wolcheck, Jessica*
Stetson, Tina	Worrell-Smith, Lorrie
von Merveldt, Mary	

*Grant or Special Funded Position

V. REAPPOINTMENTS, FULL-TIME CAREER STAFF, 2020-21:

Altamirano, Joselito	Heston, Libby
Barrett, Anne	Huften, Tara
Beiner, Cindy	Jackson, Kari
Breedlove, Dolores*	Jaurigue-Danta, Wynn timer
Canals Ortiz-Vasquez, Emily	Jessiman, Pam
Caro, Santiago	Johnson, Melissa
Clack, Amy	Lawton, Vivian
Clark, Larry	Lewis, Cathy
Colquitt, Clayton	Lopez, Lisa
Cortes-Mejia, Heylis	Loresco, Ernesto
Dela Cruz, Rodolfo	Lowery, Becki
Dixon, Terrell	Lucas, Ashley
Dobson-Hacker, Linda	Martinez, Susana
Donglasan, Herbert	Meeks, Tabatha
Dorsey, Amy	Meyers, Ralph
Dow, Amy	Montemayor, Pepito
Eaton, Cindy	Morales, Denise
Edwards, Greg	Mullins, Melisa
Ellis, Sandy	Muro Del Real, Manuel
Espiritu, Elmer	Noonon, Angie
Fairfield Dec, Kelly	Nott, Kelly
Ferguson, Janie	Oechsle, Craig
Feyerharm-Sconyers, Jill	O'Meara, Daniel
Frey, John	Osborne, Tracey
Garcia, Michael	Perez Martinez, Lettmarie
Gillis, Arlene	Ramos, Greg
Goins, Donna	Ramos, Nicolas
Goulette, Susan	Redick, Lauren
Grenke, Jenny	Robey, Christine
Haralson, Shawn	Rodriguez, Jose
Hayes, Pam	Rodriguez, Rita
Rosam, Randy	Sorensen, Tia
Sarmiento-Noriega, Piedad	Sostre, David
Schubert, Heather	Stallings, Vicki
Sconyers, Sarah	Sweet, Kelly
Shanklin, David	Teope, Hansel
Shepard, Amy	Tollison, Jennifer
Simpson, Lamar	Torres, Dora
Snow, Donna	Ulloa Salas, Jose
Snow, John	Wheaton, Brian
Snow, Tammy	

*Grant or Special Funded Position

VI. ADJUNCT FACULTY, 2019-20, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Assaraf, Rachel	Prac Nurs/AS Deg Nurs/Clinicals only	III
Carroll, Michelle	Soft Skills/Professional Development	II

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – SAIL ON

Title: Sail On

Source: South Arts

Amount: \$3,750

Description: Funding has been granted for Performing Arts Touring At the Alan Jay Wildstein Performing Arts Center.

SUGGESTED MOTION:

Move to approve the grant awarded as presented.



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – ART WORKS

Title: Art Works

Source: National Endowment of the Arts (NEA)

Amount: \$10,000

Description: Funding has been granted for multidisciplinary performing arts for the 2020-21 season and will support free performances bringing new and diverse audiences to the Alan Jay Wildstein Performing Arts Center.

SUGGESTED MOTION:

Move to approve the grant awarded as presented.



OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed over the name Thomas C. Leitzel.

SUBJECT: GRANT AWARD – HIGHER EDUCATION EMERGENCY RELIEF FUND - IHEs

Title: Higher Education Emergency Relief Fund – IHEs

Source: Department of Education (DOE)

Amount: \$1,055,723

Description: Funding has been granted for covering expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care).

SUGGESTED MOTION:

Move to approve the grant awarded as presented.



OFFICE OF THE PRESIDENT

Item 5.2.4

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – HIGHER EDUCATION EMERGENCY RELIEF FUND –
IHE/INSTITUTION

Title: Higher Education Emergency Relief Fund – IHE/Institution

Source: Department of Education (DOE)

Amount: \$1,055,723

Description: Funding has been granted pursuant to Section 18004(c) of the CARES Act to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus.

SUGGESTED MOTION:

Move to approve the grant awarded as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: LEASE AGREEMENTS – HOTEL JACARANDA AND SFSC TEACHERAGE

Approval is requested to **renew** the following rental agreements between South Florida State College and the SFSC Foundation, Inc. for the 2020-21 fiscal year as follows:

Site	2019-20 Monthly Rate	2020-21 Monthly Rate	Purpose of Lease
Hotel Jacaranda	\$6,709	\$7,044	Classroom and Lab Space
SFSC Teacherage	\$865	\$865*	Classroom Space

*Will be terminated once the premises is no longer actively used for instruction, and the Foundation Board President executes the Warranty Deed from South Florida State College Foundation, Inc. to the School Board of Highlands County.

SUGGESTED MOTION:

Move to approve the renewal of lease agreements for the Hotel Jacaranda and the SFSC Teacherage as presented.



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: LEASE AGREEMENT – FLORIDA CENTER FOR ADDICTIONS AND DUAL
DISORDERS

Approval is requested to renew the lease agreement between Tri-County Human Services, Inc. and South Florida State College for the Florida Center for Addictions and Dual Disorders at an annual rate of \$138,900. This represents no change from the prior year.

SUGGESTED MOTION:

Move to approve the renewal of the lease agreement between Tri-County Human Services, Inc. and South Florida State College for the Florida Center for Addictions and Dual Disorders as presented.




OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CONTRACTS FOR PRIVATE ATTORNEY SERVICES 2020-2021 AND
REAPPOINTMENT OF COLLEGE ATTORNY

Approval is requested from the District Board of Trustees to enter into contracts for the July 1, 2020 through June 30, 2021 fiscal year with the firms currently engaged to represent South Florida State College as needed. We have been pleased with the services provided by Allen, Norton & Blue, P.A., for employment law issues and Karlson Law Group, P.A., as the College Attorney.

Allen, Norton & Blue, P.A.

Allen, Norton, & Blue, P.A., has agreed to continue to provide services under the same terms and at the same rates as in 2019-2020 as listed below.

- Annual Retainer: \$500
- Hourly Rates:
 - W. Reynolds Allen & Partners.....\$225
 - Associates.....\$200
 - Paralegals.....\$85

Karlson Law Group, P.A.

Karlson Law Group, P.A., has agreed to continue to provide services under the same terms and at the same rates as in 2019-2020 as listed below.

- Retainer of \$1,000 per month to include up to six hours of consultation each month (including participation at monthly Board meetings).
- Special work beyond the base six hours will be paid on an hourly basis of \$125 per hour.
- The children of Pamela T. Karlson will be granted a fee waiver or exemption for courses taken at SFSC towards a certificate program or towards an AS or AA degree. This fee waiver or exemption is only in effect while Pamela T. Karlson is contracted with SFSC as the Board Attorney.

SUGGESTED MOTION:

Move to approve contracting for continued legal services with Allen, Norton & Blue, P.A. and Karlson Law Group, P.A. for the 2020-2021 fiscal year under the terms and rates listed above.



OFFICE OF THE PRESIDENT

Item 5.3.4

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SPECIAL NEEDS SHELTER AGREEMENTS WITH DESOTO AND HARDEE
COUNTIES

Approval is requested that the District Board of Trustees approve the Special Needs Shelter Agreement between South Florida State College and DeSoto County Board of Commissioners Division of Emergency Management for two years allowing them to use Rooms 118, 119 and 110 of our DeSoto Campus in advance of a potential disaster or immediately after a disaster event.

In addition, we are requesting that the District Board of Trustees approve the Special Needs Shelter Agreement between South Florida State College and Hardee County of County Commissioners Emergency Management Department for two years allowing them to use Building A, Rooms 100, 102, 103, 104, 110, 111, 118, 119, 206, 217, and 218 and in Bulidng B, Rooms 101 and 104 of our Hardee Campus in advance of a potential disaster or immediately after a disaster event.

SUGGESTED MOTION:

Move to approve the Special Needs Shelter Agreements between South Florida State College and the DeSoto and Hardee Emergency Managements as presented.



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: MAY 27, 2020

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 April 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:								
	2019/2020 Checks		2019/2020 Electronic		2019/2020 P-Card		2019/2020 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	523	\$781,521.65	97	\$939,710.13	564	\$200,959.65	1184	\$1,922,191.43
August	318	\$647,238.66	139	\$877,300.12	450	\$102,018.25	907	\$1,626,557.03
September	1372	\$1,608,617.00	126	\$937,620.36	552	\$130,869.42	2050	\$2,677,106.78
October	453	\$490,458.74	146	\$837,848.32	640	\$154,992.59	1239	\$1,483,299.65
November	616	\$987,807.48	169	\$943,385.75	636	\$163,320.82	1421	\$2,094,514.05
December	206	\$416,717.48	106	\$915,546.12	799	\$249,814.05	1111	\$1,582,077.65
January	323	\$704,134.94	120	\$1,161,656.58	399	\$108,521.37	842	\$1,974,312.89
February	1545	\$2,095,315.27	141	\$993,711.07	712	\$153,384.80	2398	\$3,242,411.14
March	466	\$698,357.27	121	\$1,136,481.60	607	\$151,705.19	1194	\$1,986,544.06
April	167	\$343,132.73	70	\$818,331.01	273	\$132,822.64	510	\$1,294,286.38
May		\$0.00		\$0.00		\$0.00	0	\$0.00
June		\$0.00		\$0.00		\$0.00	0	\$0.00
Totals	5989	\$8,773,301.22	1235	\$9,561,591.06	5632	\$1,548,408.78	12856	\$19,883,301.06

Payroll:						
	2019/2020 Checks		2019/2020 Electronic		2019/2020 Totals	
	No.	Amount	No.	Amount	No.	Amount
July	28	\$48,116.05	500	\$880,192.91	528	\$928,308.96
August	19	\$33,886.94	399	\$850,584.71	418	\$884,471.65
September	17	\$35,672.38	423	\$886,232.59	440	\$921,904.97
October	19	\$30,153.40	461	\$913,842.37	480	\$943,995.77
November	15	\$31,817.24	481	\$1,121,709.92	496	\$1,153,527.16
December	16	\$29,335.96	473	\$938,534.37	489	\$967,870.33
January	17	\$27,244.00	422	\$868,669.55	439	\$895,913.55
February	18	\$23,450.54	467	\$939,391.53	485	\$962,842.07
March	17	\$21,954.53	491	\$953,276.85	508	\$975,231.38
April	10	\$12,114.86	456	\$930,823.06	466	\$942,937.92
May		\$0.00		\$0.00	0	\$0.00
June		\$0.00		\$0.00	0	\$0.00
Totals	176	\$293,745.90	4573	\$9,283,257.86	4749	\$9,577,003.76

Accounts Payable:

	2018/2019				2019/2020		
	# Payments	Monthly Total	Cumulative Total		# Payments	Monthly Total	Cumulative Total
July	997	\$1,644,001.68	\$1,644,001.68		1,184	\$1,922,191.43	\$1,922,191.43
August	946	1,578,749.24	\$3,222,750.92		907	\$1,626,557.03	\$3,548,748.46
September	2,322	3,259,698.54	\$6,482,449.46		2,050	\$2,677,106.78	\$6,225,855.24
October	1,262	1,686,591.13	\$8,169,040.59		1,239	\$1,483,299.65	\$7,709,154.89
November	1,298	1,769,733.10	\$9,938,773.69		1,421	\$2,094,514.05	\$9,803,668.94
December	754	1,453,823.02	\$11,392,596.71		1,111	\$1,582,077.65	\$11,385,746.59
January	1,105	2,033,987.31	\$13,426,584.02		842	\$1,974,312.89	\$13,360,059.48
February	2,596	3,342,859.15	\$16,769,443.17		2,398	\$3,242,411.14	\$16,602,470.62
March	1,028	1,697,150.75	\$18,466,593.92		1,194	\$1,986,544.06	\$18,589,014.68
April	1,322	1,767,740.24	\$20,234,334.16		510	\$1,294,286.38	\$19,883,301.06
May	957	1,215,300.85	\$21,449,635.01				
June	1,518	2,879,399.95	\$24,329,034.96				
Totals	16,105	\$24,329,034.96			12,856	\$19,883,301.06	

Payroll:

	2018/2019				2019/2020		
	# Payments	Monthly Total	Cumulative Total		# Payments	Monthly Total	Cumulative Total
July	520	\$910,768.21	\$910,768.21		528	\$928,308.96	\$928,308.96
August	408	854,237.42	\$1,765,005.63		418	884,471.65	\$1,812,780.61
September	445	913,518.64	\$2,678,524.27		440	921,904.97	\$2,734,685.58
October	488	907,495.18	\$3,586,019.45		480	943,995.77	\$3,678,681.35
November	499	1,214,992.82	\$4,801,012.27		496	1,153,527.16	\$4,832,208.51
December	511	1,007,766.45	\$5,808,778.72		489	967,870.33	\$5,800,078.84
January	440	859,548.42	\$6,668,327.14		439	895,913.55	\$6,695,992.39
February	500	951,393.42	\$7,619,720.56		485	962,842.07	\$7,658,834.46
March	525	946,475.03	\$8,566,195.59		508	975,231.38	\$8,634,065.84
April	503	950,884.99	\$9,517,080.58		466	942,937.92	\$9,577,003.76
May	488	981,523.38	\$10,498,603.96				
June	447	909,004.01	\$11,407,607.97				
Totals	5774	\$11,407,607.97			4749	\$9,577,003.76	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: BAD DEBT LISTING

Bad debts totaling \$10,819.88 are requested to be written off as the debts appear to be uncollectible. The \$9,151.23 represent 0.19% of the associated \$4,926,610 of student revenue collected in 2017-2018. The non-student receivables represent debts owed related to the business operations of the College that are uncollectible. The debts consist of the following:

Debt Type	Total Amount
Title IV Pell - Returns	\$6,707.65
Title IV Pell - Returns - Bookstore Charges	\$1,357.05
Library Fees	\$ 551.59
Unpaid VA Deferment	\$ 333.06
Third Party	\$ 71.88
Miscellaneous	\$ 130.00
Total	\$9,151.23
Non-Student Receivables	\$1,668.65
	\$10,819.88

Bad debt totals for student receivables for the past three years.

Year Written Off	Bad Debt Totals	Associated Student revenue	%
2018/2019	\$19,594.74	\$4,842,031.35	0.40%
2017/2018	\$27,444.04	\$4,599,825.90	0.60%
2016/2017	\$20,115.75	\$4,745,784.11	0.42%

SUGGESTED MOTION:

Move to approve the write off of uncollectible debt in the amount of \$10,819.88 as listed above.



OFFICE OF THE PRESIDENT

Item 5.4.3

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DONATION OF 2015 FORD FOCUS

Approval is requested for the donation of a 2015 Ford Focus (VIN 1FADP3E27FL221357). The vehicle is valued at approximately \$8,000 and will benefit the College's automotive programs.

SUGGESTED MOTION:

Move to approve the donation of a 2015 Ford Focus for use by the automotive programs as presented.

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name Thomas C. Leitzel.

SUBJECT: CURRICULUM PROPOSALS

Consideration for the following curriculum proposal is requested:

I. COURSE ADDITION

Request approval to offer a new 2 credit hour course as a general education elective to supplement the other Student Life Skills (SLS) offerings to ready students for success in the workplace. Course will explore the generational differences in the current and unprecedented five generational workplace with guidelines on how to navigate across generational boundaries; effective Fall 2020 (202110).

- **SLS 1XXX Five Generations at Work** (2 credit hours)

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.

8.0 Purchasing and Other Action Items



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed over the name Thomas C. Leitzel.

SUBJECT: ANNUAL FACILITIES INSPECTION SUMMARY REPORT

The District Board of Trustees are required to review and accept the Annual Comprehensive Safety Inspection Reports from Fire Prevention Specialists, a firm retained through the Florida College System Risk Management Consortium. All owned and leased college facilities used for direct instruction and/or support were recently inspected in compliance with various State and Federal regulations pertaining to fire safety, sanitation, and casualty.

All corrections/repairs have been completed with the exception of the following items:

1. Hardee

Trip hazards. The area where the sidewalk meets the patio and several sidewalks near the circular driveway must be repaired to eliminate trip hazards.

2. Highlands Campus

Building Y. We are currently working with vendors to repair the communications/phone in the Library elevator.

Bay Board Walk. Due to safety/security concerns, the Boardwalk has been closed since FY18. The plan is to make all repairs necessary this summer to reopen the Boardwalk.

Trip Hazard. The sidewalk near the entrance of the dock by the PSA has a large elevation.

SUGGESTED MOTION:

Move to accept the fire safety, sanitation, and casualty inspection reports for the 2019-2020 year as presented.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: MAY 22, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

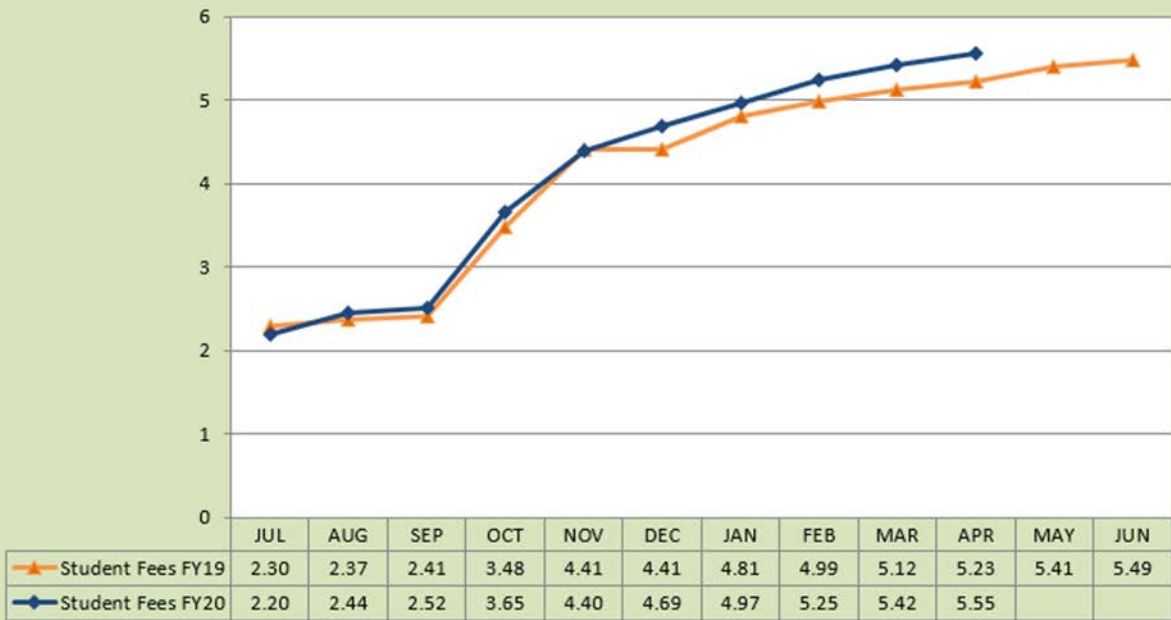
FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

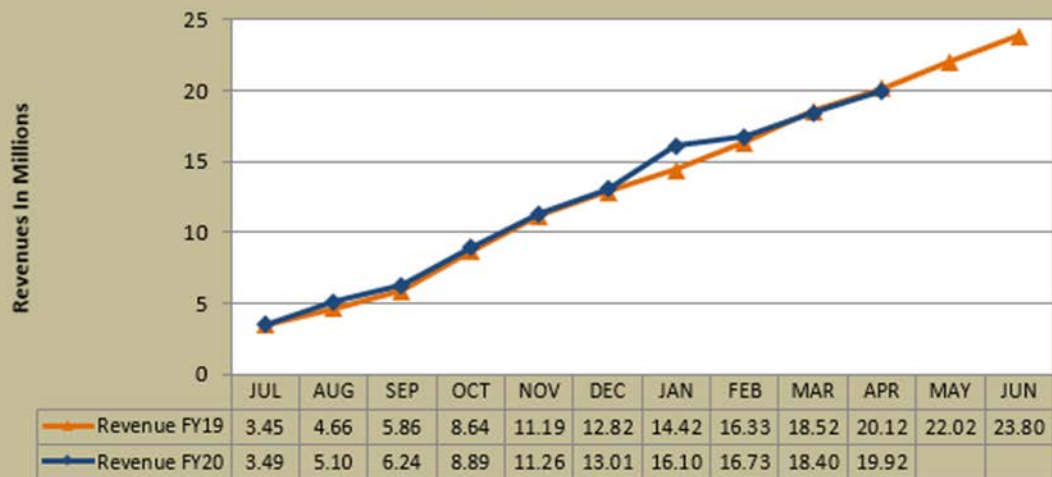
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Enclosed for your review are the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget for FY2019-20 year-to-date.

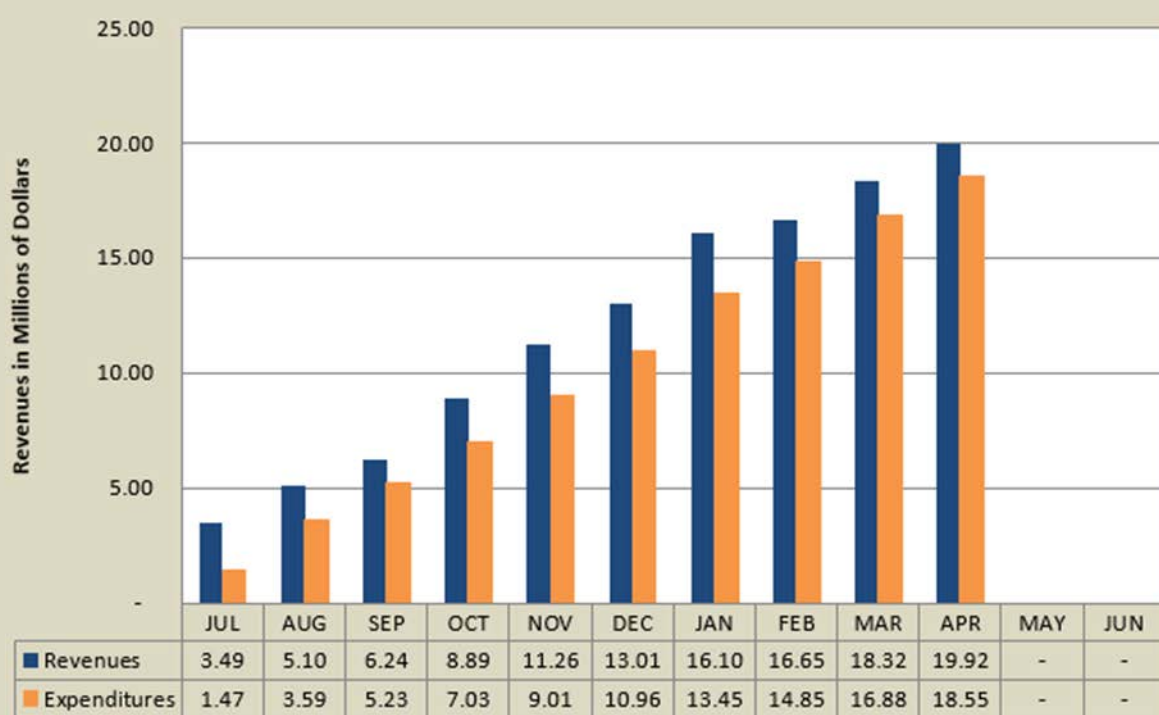
**South Florida State College
Fund 1 Student Fee Revenue, FY 19 vs FY 20**



South Florida State College Fund 1 Total Revenue, FY 19 vs FY 20



South Florida State College Fund 1 Total Revenues & Expenditures FY 20



South Florida State College					
Revenue and Expenditures for Fund 1					
For Month Ended April 30, 2020					
Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/ Spent to Date
401-403XX	Tuition and Out of State Fees	4,304,630.00	4,721,875.13	(417,245.13)	109.69%
404XX	Lab Fees	434,750.00	552,754.43	(118,004.43)	127.14%
408XX	Technology Fees	184,000.00	178,500.60	5,499.40	97.01%
405-407XX, 409XX	Other Student Fees	121,260.00	96,816.80	24,443.20	79.84%
416XX	Grants and Contracts from Counties	596,375.00	50,000.00	546,375.00	8.38%
42110	FCSPF-General Revenue	14,167,195.00	11,808,145.00	2,359,050.00	83.35%
4215X	Performance Based Incentive	579,519.00	345,434.00	234,085.00	59.61%
42210	CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
42610	FCSPF-Lottery	2,181,088.00	1,696,401.00	484,687.00	77.78%
429XX, 439XX	Indirect Costs Recovered	178,024.00	169,729.99	8,294.01	95.34%
441-44400	Cash/Non-Cash Contributions and Gifts	14,000.00	14,444.10	(444.10)	103.17%
46400	Use of College Facilities	100,000.00	69,163.63	30,836.37	69.16%
466XX, 467XX	Other Sales and Services	107,275.00	79,867.53	27,407.47	74.45%
48100	Interest and Dividends	10,000.00	24,892.25	(14,892.25)	248.92%
487XX, 489XX	Fines and Penalties/Miscellaneous	121,327.00	112,353.55	8,973.45	92.60%
49XXX	Transfers and Other Revenues	500,000.00	3,747.50	496,252.50	0.75%
	Total Revenue	\$ 23,600,543.00	\$ 19,924,125.50	\$ 3,676,417.50	84.42%
51XXX	Management	1,834,840.00	1,528,350.09	306,489.91	83.30%
52XXX	Instructional	4,664,725.00	3,623,919.07	1,040,805.93	77.69%
53XXX	Other Professional	2,750,738.00	2,247,806.20	502,931.80	81.72%
54XXX	Career Staff	2,400,510.00	1,950,746.49	449,763.51	81.26%
56XXX	Other Professional-Instructional	1,340,500.00	996,127.24	344,372.76	74.31%
57XXX	Other Professional-Tech/Clerical/Trade	238,962.00	151,751.02	87,210.98	63.50%
58XXX	Student Employment	25,000.00	6,352.69	18,647.31	25.41%
585XX	Employees Awards	225,918.00	214,508.17	11,409.83	94.95%
59XXX	Benefits	4,843,544.00	3,313,836.90	1,529,707.10	68.42%
	Total Personnel	\$ 18,324,737.00	\$ 14,033,397.87	\$ 4,291,339.13	76.58%
605XX	Travel	278,945.00	168,144.75	110,800.25	60.28%
61000	Freight and Postage	21,478.00	8,614.71	12,863.29	40.11%
615XX	Telecommunications	62,000.00	38,460.89	23,539.11	62.03%
62000	Printing	41,193.00	22,862.59	18,330.41	55.50%
625XX	Repairs and Maintenance	1,059,233.00	931,327.74	127,905.26	87.92%
63000	Rentals	159,994.00	123,123.09	36,870.91	76.95%
635XX, 637XX	Insurance	441,174.00	188,656.03	252,517.97	42.76%
640XX	Utilities	1,648,170.00	1,275,671.55	372,498.45	77.40%
645XX	Other Services	649,301.00	614,355.47	34,945.53	94.62%
64700	Grant Aid	4,280.00	4,635.43	(355.43)	108.30%
650XX	Professional Fees	128,505.00	111,073.33	17,431.67	86.44%
655XX	Education Office/Dept Material Supp	642,996.00	563,354.82	79,641.18	87.61%
657XX	Data Software	35,070.00	17,466.83	17,603.17	49.81%
66000	Maint/Construction Material/Supp	327,500.00	222,093.65	105,406.35	67.81%
665XX	Other Materials and Supplies	129,046.00	68,549.72	60,496.28	53.12%
670XX	Subscriptions/Library	55,950.00	48,837.70	7,112.30	87.29%
675XX	Purchases for Resale	40,800.00	40,049.60	750.40	98.16%
680XX	Scholarships	45,000.00	23,991.00	21,009.00	53.31%
69XXX	Transfers and Other Expenses	125,000.00	2,369.31	122,630.69	1.90%
	Total Current Expenses	\$ 5,895,635.00	\$ 4,473,638.21	\$ 1,421,996.79	75.88%
706XX	Minor Equipment >1000<5000	45,000.00	21,838.10	23,161.90	48.53%
71000	Furniture and Equipment	30,000.00	20,924.00	9,076.00	
	Total Capital Outlay	\$ 75,000.00	\$ 42,762.10	\$ 32,237.90	57.02%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed next to the name 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 March 2020 meeting of the College District Board of Trustees. The included dates are February 26, 2020 to May 13, 2020. The total amount reported is **\$42,796.25**.

II. **Foundation Update**

- Election of new Officers
- Alumni Association
- Take Stock in Children

South Florida State College Foundation					
Gift Summary Report 2/26/2020 - 5/13/2020					
Fund ID	Fund Description	# Gifts	Cash	GIK	Total
1000	Unrestricted	46	\$1,440.50	\$0.00	\$1,440.50
5011	SFSC General Scholarship	18	\$330.00	\$0.00	\$330.00
5025	General Nursing Scholarship	3	\$1.50	\$0.00	\$1.50
5031	SFSC Community Fund	6	\$31.50	\$0.00	\$31.50
5032	SFSC Library Donations	6	\$96.00	\$0.00	\$96.00
5045	Athletic Booster Club	7	\$3,934.00	\$0.00	\$3,934.00
5058	Take Stock In Children - Ops	1	\$500.00	\$0.00	\$500.00
5095	Dental Programs	3	\$75.00	\$0.00	\$75.00
5110	Highlands County Bar Association Scholarship	11	\$15,700.64	\$0.00	\$15,700.64
5118	Rotary Club of Highlands Co. S. <u>Fettinger S'ship</u>	1	\$5,000.00	\$0.00	\$5,000.00
5158	TSIC Scholarships	23	\$3,537.11	\$0.00	\$3,537.11
6005	Partnership Project	26	\$7,605.00	\$0.00	\$7,605.00
6006	Alumni Association Fund	1	\$100.00	\$0.00	\$100.00
6011	Kenneth A. Lambert Memorial Endowment	7	\$3,150.00	\$0.00	\$3,150.00
6012	Randy Allwood	5	\$1,295.00	\$0.00	\$1,295.00
	Grand Totals:	164	\$42,796.25	\$0.00	\$42,796.25
	164 Gift(s) listed				
	70 Donor(s) listed				



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: MAY 27, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT

In Development

Title: Florida Farmworker Career Development Program

Source: Florida Department of Education (FLDOE)

Amount: \$215,487.77

Description: Funding will be requested to continue offering the Migrant and Seasonal Farmworker Program to residents of DeSoto, Hardee, and Highlands counties. The program focuses on education and training options that strengthen the ability of eligible farmworkers and their families to achieve economic self-sufficiency.

Submitted

Title: Healthy Smiles for Highlands County

Source: Highlands County Hospital District (HCHD)

Amount: \$12,100

Description: Funding has been requested to continue providing preventive dental services to high-need populations throughout Highlands County, including children, indigent adults, and residents with special needs.

Title: NEA CARES Act

Source: National Endowment for the Arts (NEA)

Amount: \$50,000

Description: Funding has been requested to support the salaries of SFSC Cultural Arts Technical Director and Technical Assistant.

Title: Duke Energy – Electrical Lineman Program

Source: Duke Energy

Amount: \$15,000

Description: Funding has been requested to update equipment for in-field training at the Hardee Campus.

Title: Write Her Future

Source: ProLiteracy

Amount: \$5,000

Description: Funding has been requested for the Voxy® mobile learning platform, which is a personalized, mobile English language learning platform for female adult education students.

Title: Higher Education Emergency Relief Fund-Minority Serving Institutions

Source: Department of Education (DOE)

Amount: \$130,719

Description: Funding has been requested pursuant to Section 18004(a)(2) of the CARES Act. The funds will be utilized to defray expenses incurred by South Florida State College, including lost revenue, for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll. The institution may also use this award for grants to students for any component of the student's cost of attendance.