



**SFSC
District Board of Trustees
Regular Meeting
June 24, 2020**

**Highlands Campus
1:00 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**

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: JUNE 24, 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 June 24, 2020 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of June 24, 2020 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
JUNE 24, 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 – May 27, 2020
 - 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
 - 4.1 Annual Equity Update Report
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Grant Awards
 - 5.2.1 Write Her Future - \$9,375
 - 5.2.2 Healthy Smiles for Highlands County - \$12,100
 - 5.3 Agreements and Contracts
 - 5.3.1 Contract Agreement – Sunshine Staffing of Highlands County, Inc.
 - 5.3.2 Articulation Agreement – Warner University
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Donation – 1989 ASPT Pole Trailer
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
- 8.0 Other Action Items
 - 8.1 SFSC 2020-2021 Budget Proposal
 - 8.2 Acceptance of the 2019-2020 Annual Equity Report
 - 8.3 Capital Improvement Program (CIP)
 - 8.4 Recertification of Direct Support Organization
- 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: JUNE 24, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – MAY 27, 2020

It is recommended that the minutes of the regular meeting held May 27, 2020 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:

Move to approve the minutes of the May 27, 2020 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
May 27, 2020 – VIRTUAL**

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

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
	Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
	Mrs. Melissa Kuehnle	Ms. Melissa Lee	Mr. Glenn Little
	Mr. Jonathan Stern	Dr. Sidney Valentine	Dr. Chris van der Kaay
	Mrs. June Weyrauch	Dr. Tim Wise	

Excused: Mrs. Cindy Garren

Due to COVID-19 pandemic and the Governor's Executive Order 20-69, the virtual meeting of the District Board of Trustees was called to order at 3:07 p.m. by Board Chair, Mrs. Tami Cullens. Mrs. Cullens called the trustee roll call. All trustees were present. Mrs. Cullens asked Mrs. Bennett to do the roll call of those attending the DBOT meeting via Zoom. Mrs. Cullens gave a brief explanation to the trustees on how the virtual DBOT meeting would proceed and asked if they had any questions.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Wright made a motion, seconded by Mr. Backer, to adopt the agenda of the virtual meeting held May 27, 2020 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the minutes of the regular meeting held March 11, 2020 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, 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

Mrs. Cullens asked if there were any members of the public who wished to address the Board. There being none present, Mrs. Cullens continued with the DBOT agenda.

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

Dr. Leitzel acknowledged that Mr. Glenn Little, Vice President for Administrative Services will be retiring on December 18, 2020. He thanked Mr. Little for his dedicated service to SFSC. Dr. Leitzel shared with the Board that SFSC will advertise nationally for his position.

5.1 Personnel Actions

Approved a list of appointments: full-time professional staff; retirements; terminations; reappointments full-time faculty, 2020-21; reappointments, full-time professional staff, 2020-21; reappointments, full-time career staff 2020-21; and adjunct faculty 2019-20, academic year as needed.

(EXHIBIT "A")

5.2 Grant Awards

5.2.1 Sail On

South Arts \$ 3,750

5.2.2 Art Works

National Endowment of the Arts (NEA) \$ 10,000

5.2.3 Higher Education Emergency Relief Fund – IHEs

Department of Education (DOE) \$ 1,055,723

5.2.4 Higher Education Emergency Relief Fund – IHE/Institution

Department of Education (DOE) \$ 1,055,723

5.3 Agreements and Contracts

5.3.1 Approved the renewal of lease agreements for the Hotel Jacaranda and the SFSC Teacherage as presented.

(EXHIBIT "B")

5.3.2 Approved 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.

(EXHIBIT "C")

5.3.3 Approved the 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 presented.

(EXHIBIT "D")

5.3.4 Approved the Special Needs Shelter Agreements between South Florida State College and the DeSoto and Hardee Emergency Managements as presented.

(EXHIBIT "E")

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 April 2020. *(EXHIBIT "F")*

5.4.2 Bad Debt Listing

Approved the write off of uncollectible debt in the amount of \$10,819.88 as presented.

(EXHIBIT "G")

5.4.3 Donation – 2015 Ford Focus

Approved the donation of a 2015 Ford Focus for use by the automotive programs as presented.

(EXHIBIT "H")

Mr. Backer made a motion, seconded by Mrs. Puckorius, 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, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mrs. Cullens confirmed that Mrs. Puckorius was able to review the monthly warrants prior to the DBOT meeting. Mrs. Cullens stated she is grateful that Mrs. Pam Karlson will continue her service as Board attorney. She thanked Mrs. Karlson for her service and council to the Board. Mrs. Cullens gave a brief update on the two Higher Education Emergency Relief Fund grants through the CARES Act that were awarded to SFSC.

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

Dr. Valentine introduced the curriculum proposal.

(EXHIBIT "I")

Dr. Valentine informed the Board that adding the new two credit hour course to the general education elective selection would supplement the other Student Life Skills (SLS) offerings to ready students for success in the workplace. He reported the course will explore the generational differences in the current and unprecedented five generational workplace with guidelines on how to navigate across the generational boundaries. If approved course will be effective Fall 2020.

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Annual Facilities Inspection Summary Report

Mr. Little presented a request to accept the SFSC Fire, Safety, Sanitation, and Casualty Inspection reports for the 2019-2020 year as presented. Mr. Little gave a brief description of the Annual Comprehensive Safety Inspection Report to the Board. Mr. Little addressed repairs that have not been completed due to the COVID-19 interruption.

(EXHIBIT "J")

Mr. Backer made a motion, seconded by Mr. Wright, to accept the fire safety, sanitation, and casualty inspection reports for the 2019-2020 year as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, 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 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 **\$42,796.25** from February 26 through May 13, 2020. Mrs. Bateman reported that the Rotary Club of Highlands County recently gave \$5,000 for their scholarship with the intention of achieving their endowment goal. She also reported that the Highlands County Bar Association amount brought toward their endowment goal was over \$15,000. Mrs. Bateman highlighted that the Kenneth A. Lambert Memorial Endowment has received donations even as recent as of today May 27. Mrs. Bateman announced that the Foundation has elected new officers for the Executive Committee as follows; Mr. Tres Stephenson, President, Mr. Darrell Jensen, Vice President, Mr. Bill Jarrett, Secretary, and Mrs. Robin Weeks, Treasurer. She also announced the upcoming board meeting dates/times for the Foundation Board and the Executive Committee. Mrs. Bateman highlighted future plans for the Foundation and networking with potential donors. Mrs. Bateman shared with the Board a new concept the Alumni Association started called Moments of Motivation. These are short videos of alumni to current students on how to preserve and press on during difficult times that are shared on social media. Mrs. Bateman informed the Board of future Alumni Association networking plans. She reported that Take Stock in Children recognized graduating seniors with a ceremony and distributed medallions via a drive-thru medallion night where seniors arrived to be adorned with their medallions. Mrs. Bateman reported in the fall Take Stock in Children will have twenty-eight new students.

9.3 Resource Development

I. Grants Development Report

Mrs. Bennett emailed the Grants Development Report dated 5/27/20 prior to the DBOT meeting. Dr. van der Kaay reviewed the Grants Development Report. He gave a brief description of the grants.

II. In Development**A. Florida Farmworker Career Development Program**

Florida Department of Education (FLDOE)	\$ 215,487.77
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III. Submitted Proposals**A. Healthy Smiles for Highlands County**

Highlands County Hospital District (HCHD)	\$ 12,100
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B. NEA CARES Act

National Endowment for the Arts (NEA)	\$ 50,000
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C. Duke Energy – Electrical Lineman Program

Duke Energy	\$ 15,000
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D. Write Her Future

ProLiteracy	\$ 5,000
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E. Higher Education Emergency Relief Fund – Minority Serving Institutions

Department of Education (DOE)	\$ 130,179
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9.4 President's Report

Dr. Leitzel reported on the following items:

1. COVID-19 Update: Dr. Leitzel informed the Board of the coronavirus precautions that the college has implemented and the information that has been shared with SFSC employees. He highlighted how the college has gone virtual with meetings, interviews, and webinars. Dr. Leitzel thanked Mrs. Ashley Bennett for organizing the virtual May 27 DBOT meeting and conducting trainings to those not familiar with Zoom. He thanked Mrs. June Weyrauch for running the behind the scenes virtual May 27 DBOT meeting and he also thanked Dr. van der Kaay for his technical assistance. Dr. Leitzel thanked Mrs. Bateman and team for the virtual message that was shared on social media. He praised the faculty for their ability to shift from in-person to virtual classes for the end of spring term and to kick-off the summer term.
2. Highlighted Celebrating Heroes: Dr. Leitzel shared with the Board the Celebrating Heroes campaign that Mrs. Melissa Kuehnle put together and has been displayed on the electronic billboard and social media. He gave a brief background on the campaign and thanked Dr. Valentine for the idea.
3. CARES Act Funding Update: Dr. Leitzel gave a brief overview of the CARES Act funding, SFSC has named the Panther Emergency Student Aid Fund. He announced that the first round of funds were distributed to students on May 8. Dr. Leitzel asked Dr. Wise to give an update to the Board. Dr. Wise gave the Board a brief background on the process that SFSC has conducted to award funds to students. He stated that SFSC was in full compliance with federal regulations. Dr. Wise reported his team has reached out to students via phone calls from April 1 – May 18. He informed the Board that 28,520 contacts were made and SFSC continues to make contact with students. Dr. Leitzel reported that Mrs. Tina Gottus has partnered with Ed2Go on ten free courses that the community can take.
4. Spring Commencement Update: Dr. Leitzel recognized Mrs. Jamie Bateman for her recommendation of a Spring Graduation Recognition Video for students who were unable to participate due to the postponement of Spring Commencement from COVID-19. Dr. Leitzel shared the video with the Board previously. He reported that the video

was posted on social media and it received many comments of appreciation. The video received over 2,500 views. Dr. Leitzel informed the Board that SFSC could possibly be holding two ceremonies in December.

5. Nursing Pinning: Dr. Leitzel reported that the nursing pinning could be delayed due to clinicals. Dr. Heston informed the Board that efforts are being made to get students approved for clinicals. She stated that hospitals are very cautious due to COVID-19. She stated that a semi-virtual pinning is in the works and will have more information to come.
6. Hemp4Water Update: Dr. Leitzel gave a brief update on how the project is proceeding. He informed the Board that the project has received some positive press from HNS, Florida Trend, UPI, and several Florida newspapers. Dr. Leitzel announced that a second research application is in the works regarding seeds. This is an opportunity to test hemp seed varieties. Dr. Leitzel requested Board endorsement to continue with the second application process. Mrs. Cullens asked the Board for their endorsement and if there was any opposition to the second application. The Board gave an unanimous endorsement to SFSC to proceed with the second application.
7. Enrollment Update: Dr. Leitzel stated that summer classes started May 6. He reported that the initial enrollment reports show enrollment down by 5%.
8. Highlighted New Marketing/Recruitment Campaign: Dr. Leitzel gave a brief overview of the new marketing/recruitment campaign. He thanked Mrs. Kuehnle and her team for their work with WDM on the campaign.
9. Tallahassee Update: Dr. Leitzel reported that the state budget is still uncertain but we are preparing for potential cuts. He shared Commissioner Corcoran's Emergency Order from May 13. Dr. Leitzel stated we are anticipating the ability to carry forward a fund balance in excess of 9.9%. Dr. Leitzel informed the Board on cost saving measures that SFSC is taking such as Energy Saving Fridays.
10. Coronavirus (COVID-19) Uncertain Situations: Dr. Leitzel gave a brief overview of uncertain situations with the following:
 - Fall intercollegiate athletics
 - Fall opening of the Jac Residence Halls
 - Fall or entire Cultural Art Series (due to mass gathering restrictions)

Dr. Leitzel informed the Board that many SFSC employees have been involved in webinars and conference calls and numerous daily/weekly updates. He gave credit to the FDOE and Chancellor Hebda for keeping everyone current. Dr. Leitzel reported on what SFSC is doing to keep everyone informed with up-to-date information. He stated that administration is seeking advice/opinions from faculty. He reported that a Faculty Council Focus Group met on May 19 for opinions/advice for scheduling fall classes. Dr. Leitzel reported that a Student Opinion Survey was distributed on May 21. He gave a brief overview of the ongoing precautions SFSC is conducting for COVID-19. Dr. Leitzel stated that he will keep the Board informed about COVID-19 precautions and how SFSC will proceed. He thanked the Board for their continued support.

11. Dr. Leitzel announced that on June 24 will have a Budget Workshop at 10am and the Regular Board meeting at 1pm. The meeting format is uncertain.

9.4 Board Attorney's Report

Mrs. Karlson stated no report.

9.5 Board Members' Reports

Mrs. Puckorius stated no report.

Dr. Kirschner stated no report.

Mr. Backer stated no report.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

Mr. Wright thanked everyone for their flexibility with attending the Zoom DBOT meeting.

9.6 Board Chair Report

Mrs. Cullens thanked the Board, faculty, staff, administration, and Dr. Leitzel for the transitions that have had to be made due to COVID-19. She shared with the Board some special moments from Trustee Ken Lambert's funeral service.

Mrs. Cullens stated she will share more at the June DBOT meeting. Mrs. Cullens thanked everyone for their attendance at the virtual DBOT meeting.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 4:29 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: JUNE 24, 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

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

New Addition

Tentative *

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: JUNE 24, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Christianna Bobo	HSI-STEM College Success Coach	Tim Wise	01/06/20
Catherine Jackson	HSI-STEM College Success Coach	Tim Wise	01/02/20
Susana Martinez	Technical Program Assistant	Tina Stetson	01/02/20
Karen Pelski	Cultural Programs Specialist	Cindy Garren	03/02/20
Kathryn Stafford	Instructor, Nursing	Mary von Merveldt	03/02/20

3.0 *Public Comment*

4.0 Presentations



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: JUNE 24, 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: PRESENTATION - ANNUAL EQUITY UPDATE REPORT

In compliance with the Florida Educational Equity Act (§1000.05, Florida Statutes (F.S.)), the Florida College System institution employment equity accountability program (§1012.86 F.S.), and gender equity in intercollegiate athletics (§1006.71 F.S.), South Florida State College maintains a comprehensive equity plan that documents the college's continual efforts to increase diversity among students and employees. The annual process used to prepare SFSC's Annual Equity Update Report entails data collection, analysis and input from several key college faculty, staff, and administrators.

The report articulates several measurable goals and objectives related to promoting diversity and ensuring equal access and opportunity for admission to and employment in educational programs, athletics, and activities; strategies for accomplishing these goals and objectives are provided. The report also furnishes a thorough description of the process for reviewing policies and procedures related to equal opportunity, non-discrimination, and employment accountability as prescribed in the statutes above. Included in these descriptions is the procedure for granting continuing contract status to faculty and evaluating the college president and other senior-level administrative staff.

After District Board of Trustees approval, the Annual Equity update Report is forwarded to the Office of Equity and Civil Rights Compliance, Division of Florida Colleges, Florida Department of Education (FLDOE). It subsequently undergoes a thorough review to ensure compliance. Recommendations for improvement, if required, are provided to the college.

The recommendations from the 2018-2019 report will be presented along with key information from the proposed 2019-2020 Annual Equity Update Report.

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: JUNE 24, 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.

	<i>CONSENT AGENDA ACTION ITEMS</i>	Page
5.1	Personnel Actions	23
5.2	Grant Awards	31
	5.2.1 Write Her Future - \$9,375	
	5.2.2 Healthy Smiles for Highlands County - \$12,100	
5.3	Agreements and Contracts	33
	5.3.1 Contract Agreement – Sunshine Staffing of Highlands County, Inc.	
	5.3.2 Articulation Agreement – Warner University	
5.4	Operating Actions	35
	5.4.1 Monthly Accounts Payable & Payroll Check Register	
	5.4.2 Donation – 1989 ASPT Pole Trailer	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JUNE 24, 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: PERSONNEL ACTIONS

It is recommended that the personnel items, as specified below, be approved:

I. APPOINTMENTS, FULL-TIME FACULTY:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Bradley, Lolita	Librarian	08/17/20
Diaz, Axel*	Instructor, Culinary Arts	08/17/20
Fitzgerald, Jason	Instructor, English	08/17/20

*Transferring from Executive Chef position

II. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Bishop, Jacky M.	Staff Assistant II, Health Sciences	06/08/20

III. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Schuler, Sharon	General Manager, Hotel Jacaranda	08/31/20

IV. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Pierstorff, Cheryl	Senior Accountant	06/09/20

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

<u>Name</u>
Stafford, Kathryn

VI. REAPPOINTMENT, FULL-TIME CAREER SERVICE 2020-21:

<u>Name</u>
Pelski, Karen

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Rankin, John	Basic Construction Electric	IV

VIII. ADJUNCT FACULTY, 2020-21, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Aaron, James	ABE/GED/ESOL/BAS Supv & Mgmt	I
Adams, Nancy	Watercolor Painting	I
Aguilar, Alexander	ABE/GED/ESOL	III
Ahrens, Michael	Criminal Justice	IV
Ahrens, Steven	Criminal Justice	IV
Akin, Donna	ACLS/PALS	II
Alabarces, Jose	ABE/GED/ESOL	III
Algarin Alvarez, Jhazeel	ABE/GED/ESOL	II
Anderson, Millie	Creative Writing/ABE/GED/ESOL	II
Andrews, Douglas	Education/Music/Humanities	IA
Andrews, Jacqueline	Art Tag Studio	III
Assaraf, Rachel	Prac Nursing/AS Degree Nursing	III
Ball, Brandon A	Criminal Justice/EMS/Fire Science	II
Barton, Todd	Fire Science	IV
Bates, Christopher	Criminal Justice	IIIB
Batz, Brad	Fire Science	III
Bentley, Jennifer	Dental Hygiene	III
Berning, Richard	EMS	IIIB
Bishop, EG	Psychology	I
Black, Alicia	Phlebotomy	IIIB
Bluhm, William	Welding	III
Booth, Ronald	Masonry Apprenticeship	IV
Bowden, William	Criminal Justice	IV
Branch, Allen	Anatomy & Physiology/Nursing	II
Brandeberry, Teresa	CDL Instructor	IV
Brown, Nicole	Criminal Justice	III
Brown, Ramunda	Criminal Justice	IV
Bubb, Gregory	Criminal Justice	II
Bueford, Sean	Criminal Justice	IV
Burke, Joseph	CDL Instructor	IV
Burnsed, Danielle	Criminal Justice/Telecommunications	IIIB
Cameron, Raymond	Religion	II
Campbell, Carolyn	Mathematics	IIA
Campbell, Christopher	EMS/Fire Science	IIIB
Canaday, Scott	Fire Science	II
Carlisle II, George	Criminal Justice	III
Carr, Roger	Religion	II
Carroll, Michelle	Soft Skills/Professional Development	II

VIII. ADJUNT FACULTY, 2020-21, ACADEMIC YEAR AS NEEDED (cont.):

Carter, Linda	English	II
Carter, Michael	English	II
Carter, Ronnie T	Real Estate	III
Cartwright Jr, Gary W	Criminal Justice	IV
Case, Roberta	Criminal Justice	III
Castro, Lilibeth	ABE/GED/ESOL	III
Chavis, Kerry	ABE/GED/ESOL	II
Christ, Laura	Yoga	IV
Clanton, Deborah H	Child Development/Education	II
Clarke, Diana	Criminal Justice	I
Colamonico, Joseph	Electrical Apprenticeship	IV
Colip, Donald	Criminal Justice/Telecommunications	IV
Collins, LaKisha	Criminal Justice	II
Connell, Noah	Fire Science/EMS	IV
Conner, Shantavia	Accounting & Business	II
Cornelius, Jeff	Business/Mgmt & Supv/Marketing	II
Correll, Lisa	EMS	III
Cowles, Michael	ABE/GED/ESOL	II
Crawford, Vincent	ABE/GED/ESOL	III
Cruz Chavez, Irving	ABE/GED/ESOL	III
Cunningham, Chandra	Criminal Justice	IV
D'Amico, Karyn	ABE/GED/ESOL	II
Danley, Daniel	Criminal Justice	IIIB
Davis, Linda	Supv & Mgmt BAS	I
Day, Danielle	English/Humanities	I
DeSola Potharts, Cecelia	ABE/GED/ESOL	II
Decker, Willard	Criminal Justice	IV
Deery, Brian	Psychology/Education	I
Dela Cruz, Maria	Nursing	I
Detelj, Dixie	Nursing	II
Don, Terry	English/Humanities	II
Dos Santos, Kimberley	Elementary Education	I
Douglass, Christine	Nursing	II
Dowd, Norine	Dental Education	III
Driskell, Jess	ABE/GED/ESOL	III
Durkin, MaryLynn	Medical Assisting/CPR	IV
Durrance, Isaac	Health Care Services/Health Serv Admin	II
Dutton, Carol	Business/Accounting	IA
Eason, John	Criminal Justice/CRP	IIIB
Eiland, Johnny	Auto Collision Repair & Refinishing	IV
Espiritu, Maria Theresa	Nursing	II
Eubanks, Joshua	Economics	II
Exendine, Joshua	EMS/Fire Science	IIIB
Fansler, James	Criminal Justice	IV

VIII. ADJUNCT FACULTY, 2020-21, ACADEMIC YEAR AS NEEDED (cont.):

Farr, Pamela	Intro Microcomputers	II
Fauteux, Yvette	Nursing	IIIB
Ferrante, Joshua J	EMS	IIIB
Ford-Smith, Betty	Pine Cone Quilts	II
Franze, Frank	Criminal Justice	III
Fussell, Elvie	Fire Science	IIIB
Gamez, Adrian	Criminal Justice	IV
Garza, Austin	Criminal Justice	III
Gentry, Kevin	Criminal Justice	IV
Gill, Esther	Humanities/History/Conv Spanish	II
Gilliard, Thomas	Criminal Justice	IV
Goddard, Kimberly	Nursing	III
Golden, Marjorie	ABE/GED/ESOL	III
Gonzalez, Manuel	Criminal Justice	II
Goodman, Marilyn	Nursing	I
Green, Amanda	Legal & Ethic Courses	I
Greenwald, Christine	Nursing	II
Grinis, Beverly	Microcomputers	IIA
Groover, Jasmine	ABE/GED/ESOL	III
Grosu, Tabita	Biology	II
Gunn, Calvin W	Criminal Justice	IV
Gunter, Christopher	Criminal Justice	III
Hamlet, Peter	Chemistry	I
Hanks, Eric	EMS/Fire Science	IIIB
Haralson Jr., Thomas	Business	II
Haralson, Thomas	Criminal Justice	IV
Hargrave, Ervin	ABE/GED/ESOL	III
Harrison, Terri S	Business/Management/Leadership	II
Heim, Betty	Art	III
Henderson, William	ABE/GED/ESOL	III
Hendrickson, Micah	Adult Ed/Parent, Ed & Family Stabilization	II
Hernandez, Juan	Psychology	I
Hewitt Milligan, Tinna	Nursing	III
Hinkle, Kelly	EMS	IV
Hogan, Brett	EMS/Fire Science	IIIB
Horne, Gwen	Criminal Justice	III
Houseknecht, James	Mathematics	II
Huff, Jennifer	EMS	IIIB
Jackson, Juliana	Developmental Mathematics	III
Jahna, Penelope	Mathematics (DE)	II
Jenkins, Eric	Fire Science	IIIB
Johnson, Eric	Fire Science	IV
Johnson, Grover	Electrical Apprenticeship/CDL	IV
Johnson, Kenneth	Criminal Justice	IV

VIII.	ADJUNCT FACULTY, 2020-21, ACADEMIC YEAR AS NEEDED (cont.):		
	Johnson, LaShon	EMS	IIIB
	Karnes, Glen	Fire Science	IV
	Kelly, Edward	Automotive Service Technology	IV
	Khatrri, Kshitij	Agriculture	II
	Kingery, Jillian	Criminal Justice/Telecommunications	IV
	Klepser, Phyllis	ABE/GED/ESOL	II
	Kogelschatz, Richard	Education	II
	Korn, Jennifer	Biology/Anatomy & Physiology/Botany	I
	Krauklis, Shellie	EMS (CWE)	IV
	LaFlam, Dale	Criminal Justice	IIIB
	Lander, Melissa	Criminal Justice	IIIB
	Lang, Anne M	Child Development & Education	III
	Langaigne, Selwyn	Botany/Ag/Horticulture/Nursery	II
	Larrison, Amanda	ABE/GED/ESOL/Humanities	II
	Latina, Luci	ABE/GED/ESOL/Humanities	I
	Leaphart, Stacy	ABE/GED/ESOL	III
	Locklar, Steven	ABE/GED/ESOL	II
	Lopez, Larid	ABE/GED/ESOL	II
	Lujan, Yvette	Speech Communication	II
	Lynch, Brian	EMS	III
	Madden, Ariel	Computer/Business	II
	Maddox, Austin	Fire Science	IV
	Maddox, Kathryn	ABE/GED/ESOL/Dev English	III
	Mahabir, Ivanna	Developmental Mathematics	II
	Marble, Joseph	Criminal Justice/CPR/First Aid	IV
	Markel, Tanna	Drafting & Design/Dev Math/Adult Ed	III
	Marley, Evelyn R	Nursing	IIIB
	Mattson, Gordon	Lifetime Learners: Theatre, Cowboys	N/A
	McCarthy, Betty	Art	IV
	McCoy, Dara	5G Soft Skills	III
	McCoy, Michael	Education/FYE	I
	McGuire, Terri	Nursing	II
	McLaren, Teri	English/Literature/Art/Humanities	IIA
	Mejia, Maria L	ABE/GED/ESOL	III
	Miriani, Denise	ABE/GED/ESOL/Driver Ed	III
	Mooers, Diane	Clogging	III
	Moore, Anne	Humanities	II
	Morgan, Ed	Chemistry	IA
	Morris, Russell	Criminal Justice	IIIB
	Morse, Michael	Criminal Justice	IV
	Mosley, Jackson	Biological Science/Environmental Science	II
	Muniz, Joanne	Accounting/Business	II
	Nawrocki, Rachel	ABE/GED/ESOL/Business	IA
	Newsome, Jarrod	Criminal Justice	IV

VIII.	ADJUNCT FACULTY, 2020-21, ACADEMIC YEAR AS NEEDED (cont.):	
	Newton, Janice	Mathematics IA
	Nguyen, Tung	Dental Hygiene III
	Nieves, Diana	ABE/GED/ESOL II
	Noel, Michael	Business II
	Norton, Penney	Child Development/Education II
	Novotorov, Andrew	Agriculture I
	Oravec, Sarah	English/Humanities/Spanish II
	Ortegon, Olga	ABE/GED/ESOL III
	Osha, Lisa	Business/Management/Logistics II
	Patel, Mintoo	Biology I
	Pattison, Jacqueline	CDL Tester/Trainer IV
	Peralta, Javier	EMS (CWE) IV
	Perez, Jesus	EMS III
	Perkins, Heather	Nursing II
	Perry, Ronald	Criminal Justice IIIB
	Pesko, Phillip	Criminal Justice IV
	Phelps, Danny	PACT Carpentry IV
	Pierre, Carole	Dental Education IIIB
	Plante, James	CDL Trainer IV
	Podlesak, Roger	Lifetime Learners/Heartland Games IV
	Pollard, Gary	Phlebotomy IV
	Pontes, George M	ABE/GED/ESOL/Dev English/Spanish II
	Poole, Jesse	Criminal Justice IV
	Powell, Barbara	Health Sciences II
	Pratts Martinez, Luis	Criminal Justice IV
	Pridgeon, JT	CDL/Refresher Training IV
	Proteau Blake, Melanie	ABE/GED/ESOL III
	Prusinski, Daniel	CDL Trainer/CDL Electric Line Service IV
	Pyles, Litisha	ABE/GED/ESOL II
	Randaci, Angelo	Agriculture II
	Reeder, Melody	Nursing III
	Reesor, Allen	Comparative Religion I
	Richey, Rex	Criminal Justice IV
	Richmond, Theodora	Art II
	Rigdon, Melynda	Nursing III
	Riley, Jacob	Criminal Justice IV
	Riley, Kimberly	Agriculture/Horticulture IIA
	Ritenour, Steven	Criminal Justice IIIB
	Ritter, Dawn	Environmental Sciences/Biology II
	Rivera Sanchez, Noel	ABE/GED/ESOL II
	Robbins, Bryan	Logistics/Business/5G/CCE II
	Roberts, Deborah	ABE/GED/ESOL III
	Roberts, Garrett	Criminal Justice I

VIII.	ADJUNCT FACULTY, 2020-21, ACADEMIC YEAR AS NEEDED (cont.):		
	Roberts, Richard	Ed/Microcom Systems/E-commerce	II
	Roberts, Wendy	EMS	IIIB
	Rouse, Kathleen	Personal Fitness	N/A
	Ruiz, Latricia	Criminal Justice	II
	Samperi, Samuel	AC Technology	IV
	Savage, Susan	CNA Intro to Health	IV
	Schudel, Glenn	English/Humanities	II
	Schwarze, Jason	Mathematics	II
	Serrano, Bryant	ABE/GED/ESOL	III
	Shannon, Paul	Fire Science	IIIB
	Shannon, Robert	Criminal Justice	III
	Sheasley, Barbara J	Business Administration (CWE)	IV
	Sheehan, Patricia	ABE/GED/ESOL	II
	Sheffield, Kenneth	ACLS/PALS/BLS (CWE)/Fire Science	IV
	Sherwood, Robin	Criminal Justice	II
	Shireman, Kevin	Fire Science	IV
	Sholtz, Patricia	ABE/GED/ESOL	III
	Simmons, Donald	Driver Education	IV
	Simpson, James	EMS/Fire Science	IIIB
	Small, L McQueen	QuickBooks	III
	Smith, Gregory	CPR/First Aid/BLS	III
	Smith, Kimberly Ann	Developmental Mathematics/Math Finance	III
	Smith, Shane	Criminal Justice/Telecommunications	IV
	Snead, Crystal	Criminal Justice	III
	Sneider, Nancy	EMS/Fire Science	IIIB
	Sookchand, Shivani	ABE/GED/ESOL	III
	Sorrells, Betty	Education	II
	Spencer, Robert	Criminal Justice	IV
	Stewart Kim	Nursing	II
	Storts, Jennifer	ABE/GED/ESOL	III
	Sunnarborg, Duane	Developmental Mathematics	II
	Szeligo, John	Education/History	IA
	Tarter, Steven	Electrical Apprenticeship	IV
	Thomas, Melody	English	II
	Thompson, Debbie Ann	Cosmetology	IV
	Thornton, Ellen	Reading/Educator Preparation Institute	II
	Tippie, Therese	Dental Assisting	III
	Tomblin, Cory	Criminal Justice	III
	Torrance Jr, Jerry E	Water Mgmt/Waste Water Mgmt	IV
	True IV, Charles	EMS/Fire Science	IIIB
	Vance, Nancy	Nursing	III
	Watson Jr, Gerald G	Fire Science	IV
	Weis, Louise	Art	IV

VIII.	ADJUNCT FACULTY, 2020-21, ACADEMIC YEAR AS NEEDED (cont.):		
	Williams, Mellanie M	Criminal Justice/Telecommunications	IV
	Wilson, Ahsanti	Lang Arts/ABE/GED/ESOL/FYE	II
	Woods, Dustin	ABE/GED/ESOL	II
	Woods, Michael	Speech	II
	Word, Shelly	Political Science	IIA
	Wright, Jerry L	Education	I
	Wyse, Bruce	English/Literature/Humanities	II
	Yannuzzi, John	PACT Plumbing	IV
	Yates, Michelle	Nutrition	II
	Yoder, Kay Ann	ABE/GED/ESOL	III
	Zorn, Brian	EMS/Fire Science	IV

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JUNE 24, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – WRITE HER FUTURE

Title: Write Her Future

Source: ProLiteracy

Amount: \$9,375

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

SUGGESTED MOTION:

Move to approve the grant awarded as presented.



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: JUNE 24, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – HEALTHY SMILES FOR HIGHLANDS COUNTY

Title: Healthy Smiles for Highlands County

Source: Highlands County Hospital District (HCHD)

Amount: \$12,100

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

SUGGESTED MOTION:

Move to approve the grant awarded as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: JUNE 24, 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: CONTRACT AGREEMENT – SUNSHINE STAFFING OF
HIGHLANDS COUNTY, INC

Approval is requested to renew the agreement between Sunshine Staffing of Highlands County, Inc. and South Florida State College for the purpose of providing workforce experience training to participants of the Panther Youth Partnership Grant. This agreement renews annually.

SUGGESTED MOTION:

Move to approve the renewal of the agreement between Sunshine Staffing of Highlands County, Inc. and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: JUNE 24, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ARTICULATION AGREEMENT – WARNER UNIVERSITY

Approval is requested to enter into a **new** articulation agreement between Warner University and South Florida State College for the purpose of establishing a collaborative agreement which allows Associate of Science (AS) in Landscape and Horticulture program graduates to transfer into Bachelor of Science in Agricultural Studies. The contract renews annually.

SUGGESTED MOTION:

Move to approve the new agreement between Warner University and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: JUNE 24, 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 May 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	824	\$666,208.42	60	\$856,317.11	131	\$43,704.38	1015	\$1,566,229.91
June		\$0.00		\$0.00		\$0.00	0	\$0.00
Totals	6813	\$9,439,509.64	1295	\$10,417,908.17	5763	\$1,592,113.16	13871	\$21,449,530.97

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	11	\$25,884.03	418	\$906,873.90	429	\$932,757.93
June		\$0.00		\$0.00	0	\$0.00
Totals	187	\$319,629.93	4991	\$10,190,131.76	5178	\$10,509,761.69

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		1,015	\$1,566,229.91	\$21,449,530.97
June	1,518	2,879,399.95	\$24,329,034.96				
Totals	16,105	\$24,329,034.96			13,871	\$21,449,530.97	

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		429	932,757.93	\$10,509,761.69
June	447	909,004.01	\$11,407,607.97				
Totals	5774	\$11,407,607.97			5178	\$10,509,761.69	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: JUNE 24, 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: DONATION – 1989 ASPT POLE TRAILER

Approval is requested for the donation of a 1989 ASPT Pole Trailer. The trailer is valued at approximately \$4,000 and will benefit the college's lineworker programs.

SUGGESTED MOTION:

Move to approve the donation of a 1989 ASPT Pole Trailer for use by the lineworker programs.

6.0 Planning and Policy Issues

7.0 Academic and Student Matters

8.0 Purchasing and Other Action Items



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: JUNE 24, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: SFSC 2020-21 BUDGET PROPOSAL

The proposed South Florida State College Operating Budget and Capital Outlay Budget for 2020-2021 is presented for your consideration under separate cover and will be discussed at the Budget Workshop prior to the Board meeting. Approval of both budgets is requested, including student fee rates and a revised salary schedule.

This budget was developed through a participative process with our six strategic initiatives and goals in mind:

- Initiative #1 Develop exemplary student services programs that support student success
- Initiative #2 Formulate responsive programs that meet community needs
- Initiative #3 Provide students with an engaging learning experience within and beyond the classroom
- Initiative #4 Create innovative programs and partnerships that drive regional economic growth and respond to sector strategies
- Initiative #5 Develop and implement diverse strategies that will increase funding needed to support institutional initiatives
- Initiative #6 Provide programs and resources that inspire employee growth/development

Approval of the new budgets will allow us to continue our efforts to meet the expectations of our local communities by maintaining quality educational and training opportunities and services throughout our district. Your consideration of the proposed budgets is appreciated.

SUGGESTED MOTION:

Move to approve the Operating Budget for 2020-21, including the student fee rates and salary schedule, as well as the 2020-2021 Capital Outlay Budget as presented.



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: JUNE 24, 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: ACCEPTANCE OF THE 2019-2020 ANNUAL EQUITY REPORT

It is recommended that the 2019-2020 Annual Equity Update Report be approved for submittal as presented.

SUGGESTED MOTION:

Move to accept SFSC's 2019-2020 Annual Equity Report and to authorize its submission to the Florida Department of Education.



OFFICE OF THE PRESIDENT

Item 8.3

PRESENT TO BOARD: JUNE 24, 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: CAPITAL IMPROVEMENT PROGRAM (CIP)

Attached is a summary of the proposed renovation projects to be included with our Capital Improvement Program (CIP) documents due July 31, 2020. The Capital Improvement Program and Legislative Budget Request have been prepared in accordance with the approved Educational Plant Survey (2018-2023) and the Architectural Master Plan: Year 2020. Board approval is required.

The CIP process requires that we prioritize the projects annually:

- New Construction Projects- includes new facilities and additions
- Remodeling Projects- changes the use of currently assigned space
- Renovation Projects- improves or repairs existing facilities and/or provides infrastructure enhancements/improvements.

The documents have been prepared with due consideration of enrollment projections, anticipated program changes, and a current assessment of all facilities/infrastructure. If information or clarification is desired, please advise.

SUGGESTED MOTION:

Move to approve the Capital Improvement Program Plans for 2021-22 through 2025-26 and submission to the Division of Florida Colleges as presented.

FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2021-2022 through 2025-26

COLLEGE: South Florida State College
MAINTENANCE, REPAIR & RENOVATION PROJECTS

Priority #	Initial Yr Request	Project Type	PROJECT TITLE (include Site)	SITE NO.	2021-22	2022-23	2023-24	2024-25	2025-26	FIVE YEAR TOTAL	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2016	Renovation	Roof Replacements College-Wide	1,2,7,8	\$800,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,000,000	\$2,000,000	YES
2	2016	Renovation	Ren. College-Wide Mechanical Infrastructure	1,2,7,8	\$300,000	\$300,000	\$400,000	\$200,000	\$250,000	1,450,000	1,450,000	YES
3	2016	Renovation	Ren. Enhanced Security College-Wide	1,2,7,8	\$250,000	\$150,000				400,000	400,000	YES
4	2016	Renovation	Ren. Swimming Pool	1		\$500,000				500,000	500,000	YES
Total					\$1,350,000	\$1,250,000	\$700,000	\$500,000	\$550,000	\$4,350,000		



OFFICE OF THE PRESIDENT

Item 8.4

PRESENT TO BOARD: JUNE 24, 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: RECERTIFICATION OF DIRECT SUPPORT ORGANIZATION (DSO)

Request for recertification of Direct Support Organization

In accordance with SFSC Policy 8.01, the South Florida State College Foundation, Inc. respectfully requests recertification to function on behalf of SFSC during the College's 2020-2021 Fiscal Year. Legal Authority: Florida Statute 1004.70.

SFSC policy 8.01 states that "each direct support organization (DSO) wishing to operate under the auspices of South Florida State College must be annually certified by the SFSC District Board of Trustees as meeting the conditions set forth by the Board. Direct support organizations so certified by the Board may be permitted the use of the College's property, facilities and personnel services."

Conditions for certification include the following:

1. The DSO shall exist for the purpose of providing financial, scholarship, facility, equipment and other support to the College and its programs and students.
2. The DSO shall provide full, complete, and timely information on all of its activities to the SFSC District Board of Trustees as follows:
 - a. One or more members of the SFSC DBOT shall be designated by the Chair of the DBOT to serve as liaison voting members of the Board of Directors and the Executive Committee of the DSO.
 - b. The College President shall be a voting member of the Board of Directors and the Executive Committee of the DSO.
 - c. The College's Controller shall serve as ex-officio member of the Board of Directors of the DSO in the capacity of Assistant Treasurer.
 - d. The DSO shall make monthly reports to the DBOT.
 - e. The Executive Director of the DSO shall report administratively to the College President.
 - f. The DSO shall submit its annual independent audit and Income Tax Form 990 to the DBOT for review and acceptance.

3. The DSO will make an annual report on its activities in the spring of each year (typically May or June) so that the DBOT may certify the DSO by July 1st.

Summary of yearly accomplishments:

The South Florida State College Foundation, Inc. operates on a calendar fiscal year. During 2019 the SFSC Foundation continued to meet each of the mandates specified above. Specific activities and accomplishments for the year include:

Revenue

• Number of gifts	=	1,017
• Amount received	=	\$ 1,114,992.26
• Investment income	=	\$ 2,342,529.50
• Donated services	=	\$ 155,598.65
• Rental Income	=	<u>\$ 356,977.63</u>
Total		\$ 3,970,098.04

Pledged Gift

• Field House Project	=	\$ 450,000.00
• General Nursing Scholarship	=	\$ 31,643.60
• Highlands County Bar Assoc. Scholarship	=	\$ 6,050.00
• Partnership Project	=	\$ 3,151,000.00
• SFSC General Scholarship	=	<u>\$ 2,000.00</u>
Total		\$ 3,640,693.60

Scholarships

• Number	=	486
• Amount awarded	=	\$217,810

Teaching Chairs awarded	=	Four
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Take Stock in Children:

Currently in program	=	124
High School graduates	=	512
Currently in college	=	102
College graduates	=	268

SFSC programs supported	=	All academic programs at the College
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Facilities leased to SFSC	=	Two
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Board members elected	=	One
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DSO support from the College	=	In 2019, the College provided a budget of approximately \$202,277 to the Resource Development Office, with partial funding used to support the operation of the DSO.
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Value added	=	\$1,114,992.26 raised at a cost to SFSC of \$155,599 devoted to operations, represents a significant ROI for the College.
Indebtedness of DSO	=	The SFSC Foundation has no indebtedness.

SUGGESTED MOTION:

Move to accept the 2019 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the College as a direct support organization for the 2020-2021 Fiscal Year as presented.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: JUNE 24, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

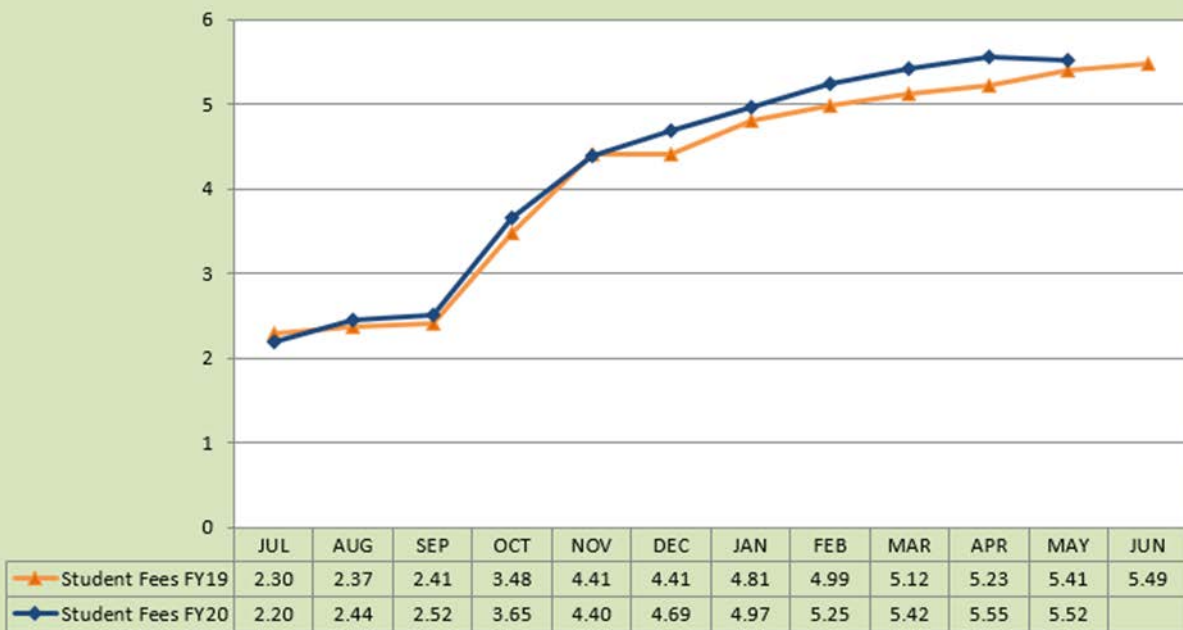
FROM: THOMAS C. LEITZEL

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

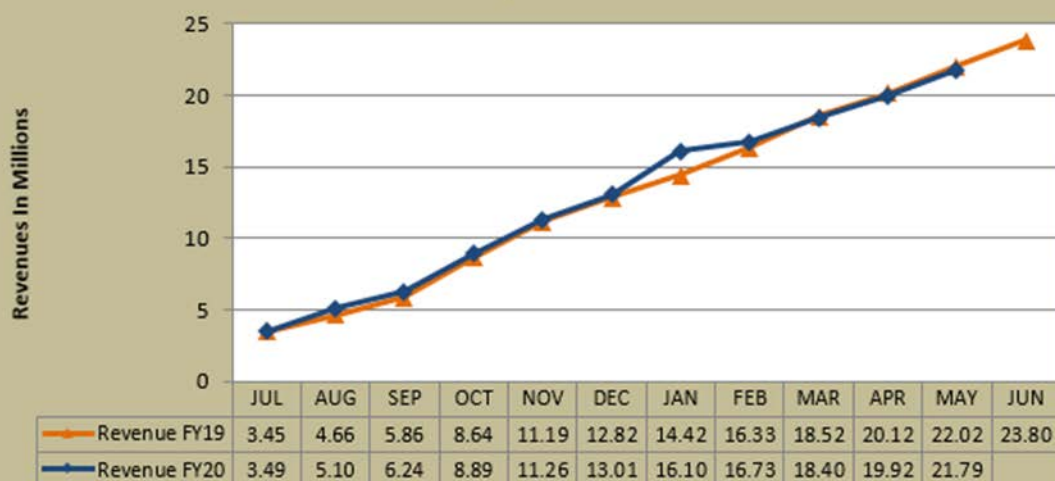
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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.

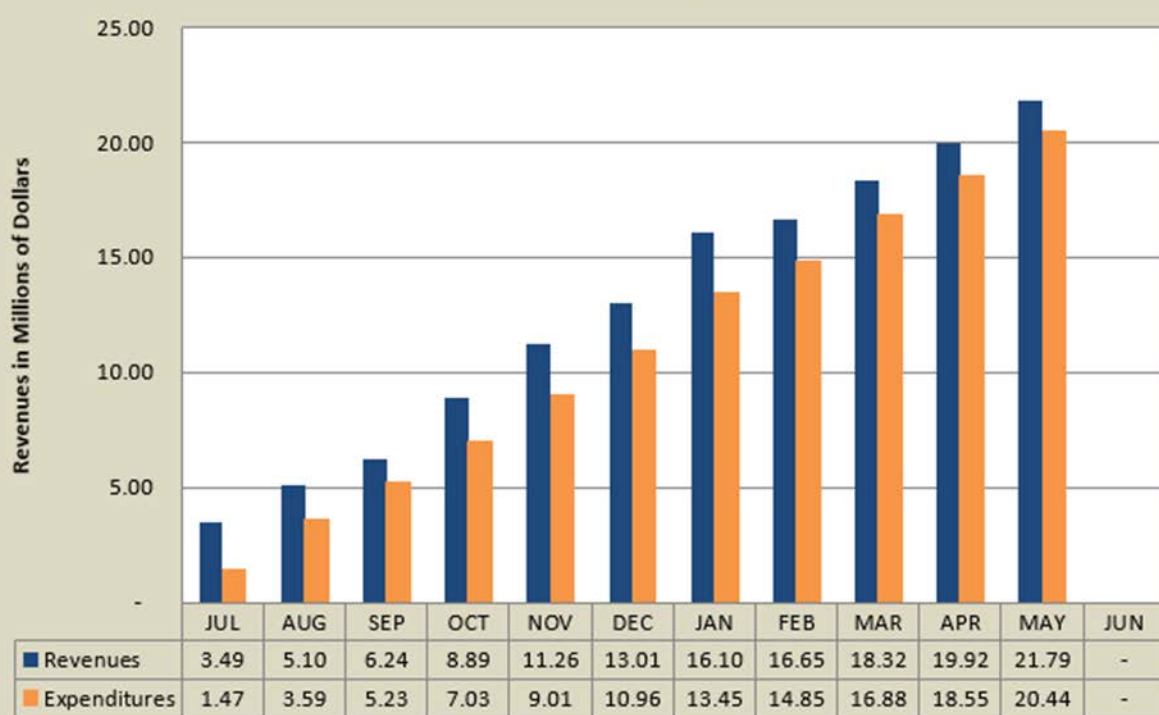
**South Florida State College
Fund 1 Student Fee Revenue, FY 19 vs FY 20**



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 May 31, 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	4,681,083.35	(376,453.35)	108.75%
404XX	Lab Fees	434,750.00	560,392.21	(125,642.21)	128.90%
408XX	Technology Fees	184,000.00	176,006.23	7,993.77	95.66%
405-407XX, 409XX	Other Student Fees	121,260.00	102,117.24	19,142.76	84.21%
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	12,988,755.00	1,178,440.00	91.68%
4215X	Performance Based Incentive	579,519.00	379,978.00	199,541.00	65.57%
42210	CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
42610	FCSPF-Lottery	2,181,088.00	1,938,744.00	242,344.00	88.89%
429XX, 439XX	Indirect Costs Recovered	178,024.00	172,134.17	5,889.83	96.69%
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	79,178.47	20,821.53	79.18%
466XX, 467XX	Other Sales and Services	107,275.00	81,616.28	25,658.72	76.08%
48100	Interest and Dividends	10,000.00	28,893.15	(18,893.15)	288.93%
487XX, 489XX	Fines and Penalties/Miscellaneous	121,327.00	132,693.81	(11,366.81)	109.37%
49XXX	Transfers and Other Revenues	500,000.00	403,747.50	96,252.50	80.75%
	Total Revenue	\$ 23,600,543.00	\$ 21,789,783.52	\$ 1,810,759.48	92.33%
51XXX	Management	1,834,840.00	1,681,595.10	153,244.90	91.65%
52XXX	Instructional	4,664,725.00	4,005,315.25	659,409.75	85.86%
53XXX	Other Professional	2,750,738.00	2,487,755.89	262,982.11	90.44%
54XXX	Career Staff	2,400,510.00	2,142,154.76	258,355.24	89.24%
56XXX	Other Professional-Instructional	1,340,500.00	1,115,987.47	224,512.53	83.25%
57XXX	Other Professional-Tech/Clerical/Trade	238,962.00	155,077.13	83,884.87	64.90%
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	3,648,745.42	1,194,798.58	75.33%
	Total Personnel	\$ 18,324,737.00	\$ 15,457,491.88	\$ 2,867,245.12	84.35%
605XX	Travel	278,945.00	176,528.99	102,416.01	63.28%
61000	Freight and Postage	21,478.00	9,719.00	11,759.00	45.25%
615XX	Telecommunications	62,000.00	44,168.37	17,831.63	71.24%
62000	Printing	41,193.00	23,166.98	18,026.02	56.24%
625XX	Repairs and Maintenance	1,059,233.00	985,660.29	73,572.71	93.05%
63000	Rentals	159,994.00	134,963.40	25,030.60	84.36%
635XX, 637XX	Insurance	441,174.00	442,234.03	(1,060.03)	100.24%
640XX	Utilities	1,648,170.00	1,375,047.10	273,122.90	83.43%
645XX	Other Services	649,301.00	624,071.67	25,229.33	96.11%
64700	Grant Aid	4,280.00	4,635.43	(355.43)	108.30%
650XX	Professional Fees	128,505.00	112,073.33	16,431.67	87.21%
655XX	Education Office/Dept Material Supp	642,996.00	572,199.48	70,796.52	88.99%
657XX	Data Software	35,070.00	17,316.83	17,753.17	49.38%
66000	Maint/Construction Material/Supp	327,500.00	229,272.18	98,227.82	70.01%
665XX	Other Materials and Supplies	129,046.00	71,176.46	57,869.54	55.16%
670XX	Subscriptions/Library	55,950.00	49,159.30	6,790.70	87.86%
675XX	Purchases for Resale	40,800.00	40,092.90	707.10	98.27%
680XX	Scholarships	45,000.00	24,703.50	20,296.50	54.90%
69XXX	Transfers and Other Expenses	125,000.00	2,369.31	122,630.69	1.90%
	Total Current Expenses	\$ 5,895,635.00	\$ 4,938,558.55	\$ 957,076.45	83.77%
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: JUNE 24, 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 May 2020 meeting of the College District Board of Trustees. The included dates are May 14, 2020 to June 9, 2020. The total amount reported is **\$45,264.17.**

II. **Foundation Update**

- Recertification of DSO

South Florida State College Foundation
Gift Summary Report 5/14/2020 - 6/9/2020

Fund ID	Fund Description	# Gifts	Cash	Pledges	GIK	Total
1000	Unrestricted	15	\$251.00	\$0.00	\$0.00	\$251.00
5011	SFSC General Scholarship	8	\$40,135.00	\$0.00	\$0.00	\$40,135.00
5025	General Nursing Scholarship	2	\$4,024.26	\$0.00	\$0.00	\$4,024.26
5031	SFSC Community Fund	3	\$110.50	\$0.00	\$0.00	\$110.50
5032	SFSC Library Donations	2	\$32.00	\$0.00	\$0.00	\$32.00
5045	Athletic Booster Club	2	\$30.00	\$0.00	\$0.00	\$30.00
5095	Dental Programs	1	\$25.00	\$0.00	\$0.00	\$25.00
5110	Highlands County Bar Assoc. S'ship	1	\$25.00	\$0.00	\$0.00	\$25.00
5158	TSIC Scholarships	7	\$90.00	\$0.00	\$0.00	\$90.00
6005	Partnership Project	7	\$441.41	\$0.00	\$0.00	\$441.41
6011	Kenneth A. Lambert Memorial Endow.	1	\$100.00	\$0.00	\$0.00	\$100.00
	Grand Totals:	49	\$45,264.17	\$0.00	\$0.00	\$45,264.17
	49 Gift(s) listed					
	43 Donor(s) listed					



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JUNE 24, 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: GRANTS DEVELOPMENT

In Development

Title: Carl D. Perkins V – Postsecondary Programs

Source: Florida Department of Education (FLDOE)

Amount: \$241,903

Description: Funding will be requested to supplement and enhance the growth of technical programs, such as allied health, business, computer science, public safety, trade and industry.

Title: Adult General Education (AGE)

Source: Florida Department of Education (FLDOE)

Amount: \$38,560 – Hardee
\$206,223 - Highlands

Description: Funding will be requested to continue offering Adult Basic Education (ABE) and General Educational Development (GED) courses for students 16 and older in Hardee and Highlands counties.

Title: Integrated English Literacy and Civics Education (IELCE)

Source: Florida Department of Education (FLDOE)

Amount: \$30,900 - Hardee
\$43,156 - Highlands

Description: Funding will be requested to continue offering English for Speakers of Other Languages (ESOL) courses to students 16 and older in Hardee and Highlands counties.

Submitted

Title: General Support Grant

Source: Florida Division of Cultural Affairs (FDAC)

Amount: \$93,876

Description: Funding has been requested to support the 2021-2022 cultural series at the Alan Jay Wildstein Center for Performing Arts.