

**BUDGET WORKSHOP MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JUNE 24, 2020**

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

**Staff Present:**

Mrs. Jamie Bateman	Mrs. Ashley Bennett
Mr. Gil Carnery	Mr. Erik Christensen
Dr. James Hawker	Ms. Cindy Garren
Dr. Michele Heston	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Mr. Glenn Little
Ms. Melissa Lee	Ms. Robin Southwell
Mr. John Snow	Mrs. Lorrie Smith
Dr. Sidney Valentine	Mrs. June Weyrauch

**Excused:** Dr. Chris van der Kaay

**CALL TO ORDER**

Mrs. Tami Cullens welcomed the Board and SFSC employees who were in attendance for the budget workshop. The budget workshop of the District Board of Trustees was called to order at 10:11 a.m. on the Highlands Campus by Board Chair, Mrs. Tami Cullens.

**1. 2019-2020 Budget Proposal**

- a. Dr. Leitzel thanked Ms. Garren and her team for their work getting the Wildstein Center set up for the budget workshop and board meeting. He thanked Vice President Little and his team for their work on the budget this year. Vice President Little stated he was thankful that everyone was able to meet in-person to present the budget proposal. Vice President Little began the workshop with an overview of the 2020-2021 Budget.
- b. Vice President Little presented the Budget Priorities – salary adjustments for personnel, enrollment growth, reorganization/realignments for efficiency, encourage professional development, facilities maintenance due to aging facilities, providing current technology resources, and strategic management of fund balance to ensure financial stability and flexibility.
- c. Vice President Little discussed Enrollment Projections – the FTE Trend Information.
- d. Vice President Little gave an overall summary of the budget and projected fund balances for both FY20 and FY21. He reported a projected fund balance for 6/30/20 of \$2,778,572 with a projected fund balance percentage of 10.06%. Vice President Little also reported a

proposed projected fund balance for 6/30/21 of \$1,903,424 with a projected fund balance percentage of 7.00%.

- e. Vice President Little discussed Student Fee Rates 2020-2021 and the Proposed Revenue Budget. In his overview he noted that for the ninth consecutive year there are no proposed increases in tuition.
- f. Vice President Little addressed the legislative appropriations for the Florida College System and how it relates to SFSC. He discussed how the funding model changed for FY21 and explained the new tier-based funding model.
- g. Vice President Little presented the Personnel Budget for Fiscal Year 2020-2021. He addressed the personnel costs which includes: the annualization of all personnel changes that occurred in Fiscal Year 2019-2020; reorganization/realignment within departments; one new faculty position; terminal leave payouts for planned/unplanned retirements/resignations; reclassification and salary equity adjustments for changes in responsibility and/or professional development; and salary adjustments for faculty achieving continuing contract years of service; moved two full-time faculty from Perkins grant funding to operating budget; and funding for adjunct/overload sections to provide coverage for up to 3% enrollment growth. He also discussed an increase for FRS at 18.72% and health insurance projected to increase 6.0%. Vice President Little also discussed the adjustments proposed to the 2020-21 Salary Schedule and provided a copy for the Trustee's review.
- h. Vice President Little reviewed the Current Expenditures and Capital Outlay Budget for Fiscal Year 2020-2021 for Fund 1. He highlighted that funding for the Clinical Immersion Center (\$500,000) is uncertain and we still continue to share costs with the Highlands County Sheriff's Office for College Resource Deputy.
- i. Vice President Little discussed the Capital Outlay Budget for Fiscal Year 2020-2021.
- j. Vice President Little recommended Board action for the 2020-2021 Budget Proposal to take place during the regular Board meeting following the workshop.

## **2. COMMENTS**

Mr. Bryan asked if the full-time/professional decrease in the salary section and was due to the reorganization/not filling positions in the personnel budget for fiscal year 2020-21. Vice President Little concurred. Mr. Bryan questioned in the miscellaneous section of the personnel budget for fiscal year 2020-21 when did the Board approve the non-recurring salary increase? Mr. Bryan asked if the budget allowed for another non-recurring salary adjustment again this year for college employees at a later date. Vice President Little addressed his question pertaining to the possibility of a non-recurring salary adjustment at a later time. Mr. Bryan asked Vice President Little what is the lowest balance the college would feel comfortable keeping in Fund 3. Mr. Bryan stated he would like for the college to find a way to provide a non-recurring salary adjustment to college employees without putting the college in jeopardy. Dr. Leitzel and Vice President Little addressed Mr. Bryan's question and explained a couple of different options the college is entertaining. They both indicated that budget cuts are likely to occur when state revenue projections fall short of expectations.

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Mr. Bryan and Mrs. Puckorius asked for clarification on the decrease in the employee benefits section of the personnel budget for fiscal year 2020-21 pertaining to life insurance. Vice President Little informed the Board that the decrease was due to the Florida College System changing to a new provider that provided more cost savings to the Florida College System.

Mr. Wright asked for clarification on the encumbrance balances associated with Fund 1 budget for FY 2020-21. Mr. Little explained that the carryover encumbrances are current year encumbrances that will not be paid until the following fiscal year. Mr. Wright questioned what the restrictions really are with Fund 1 and Fund 7. He asked for clarification on the restricted use of both Fund 1 and Fund 7 budgets. Vice President Little gave a brief explanation on the use and strict requirements on both the funds.

Dr. Leitzel commended Vice President Little, Mr. Kesterson, Ms. Southwell, Ms. Lee and Mrs. Weyrauch for their work on this year's budget preparation. Dr. Leitzel shared with the Board a presentation and took time to honor Trustee Lambert.

There being no further discussion, the Budget Workshop adjourned at 12:15 p.m.