



**SFSC
District Board of Trustees
Regular Meeting
September 23, 2020**

**Highlands Campus
1:00 p.m.**

**Joe Wright, Chair
Tami Cullens, 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://us02web.zoom.us/j/82748628899?pwd=V1ZPVDMxMStoSDRhckpOSG1VYUMvUT09>

To join conference call, please use: Meeting ID: 827 4862 8899; Passcode: mwxCr6

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: SEPTEMBER 23, 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: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of September 23, 2020 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of September 23, 2020 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
SEPTEMBER 23, 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 – August 26, 2020
 - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
- 3.0 Public Comment
- 4.0 Presentations
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Grant Awards
 - 5.2.1 Integrated English Literacy and Civics Education (IELCE) –
\$30,900 - Hardee
\$43,156 - Highlands
 - 5.2.2 Adult General Education (AGE) – \$38,560 - Hardee
\$206,223 – Highlands
 - 5.2.3 Florida Farmworker Career Development Program - \$267,824
 - 5.3 Agreements and Contracts
 - 5.3.1 Affiliation Agreement – Adventist Health Systems/Sunbelt, Inc.
 - 5.3.2 Affiliation Agreement – AdventHealth Polk North, Inc.
 - 5.3.3 Affiliation Agreement – The City of Lakeland
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
- 8.0 Other Action Items
 - 8.1 Textbook and Instructional Materials Affordability
- 9.0 Reports
 - 9.1 Financial Report
 - 9.2 Foundation Report
 - 9.3 Grants Development Report
 - 9.4 President's Report
 - 9.4 Board Attorney Report
 - 9.5 Board Member Reports
 - 9.6 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

Item 1.2.1

PRESENT TO BOARD: SEPTEMBER 23, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – AUGUST 26, 2020

It is recommended that the minutes of the regular meeting held August 26, 2020 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:

Move to approve the minutes of the August 26, 2020 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
AUGUST 26, 2020**

Members Present: Mr. Joe Wright, Chair
Mrs. Tami Cullens, 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 Carney
	Mr. Erik Christensen	Ms. Cindy Garren	Dr. James Hawker
	Dr. Michele Heston	Mr. Rick Hitt	Ms. Sharon Jones
	Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mr. Garrett Lee
	Mr. Glenn Little	Mrs. Sharon Schuler	Mr. John Snow
	Mr. Jonathan Stern	Dr. Sid Valentine	Mrs. June Weyrauch
	Dr. Tim Wise		

Excused Staff: Ms. Melissa Lee

Others Present: Mrs. Barbara Kirschner

Mr. Wright reminded the Board to speak directly into their microphones. The Board did a round table sound check.

The regular meeting of the District Board of Trustees was called to order at 1:04 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Joe Wright.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Backer made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting held August 26, 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

1.2.1 Regular Meeting Minutes

Mrs. Rider made a motion, seconded by Mrs. Cullens, to approve the minutes of the regular meeting held July 22, 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 Master Calendar

The Master Calendar was reviewed. Mr. Bryan thanked all those involved with assisting him last month as he participated in the July 22 DBOT meeting virtually. Mr. Bryan asked Board Chair Wright for clarification on the DBOT meetings that will be held at the other three campus sites. Mr. Wright explained to Mr. Bryan that when reviewing the proposed meeting dates for the new fiscal year, another trustee requested that at least one meeting be held at the other three campuses. Dr. Kirschner added that he made the request to have at least one DBOT meeting at the other three campuses as the college serves the tri-county area and felt that would be appropriate. Both Mr. Bryan and Mr. Wright asked with travel limitations for college employees and the resources needed to host the DBOT meetings at the other campuses, would it be possible to add additional functions at these three meetings to enhance them more than a regular DBOT meeting? Dr. Leitzel stated that he would take this under consideration and work with SFSC administration.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 Employee Retirement Recognition

Employee	Position	Dates of Service
Sharon Schuler	General Manager, Hotel Jacaranda	08/05/02 – 08/31/20

Mr. Wright read a resolution prepared by college staff. He reflected favorably on his time on the Avon Park City Council during the time when Mrs. Schuler served as mayor.

Mr. Backer made a motion, seconded by Mr. Bryan, to recognize the retirement of Sharon Schuler 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, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

Dr. Leitzel asked Ms. Cindy Garren, Director, Cultural Programs to report to the Board on the Performing Arts season. Ms. Garren distributed tentative dates of events for the season to the Board. She reported on the economic benefits that SFSC performing arts provides to the community. Ms. Garren gave a brief overview of the cancellations/economic loss due to the COVID pandemic. Mrs. Garren informed the Board on the 2020-21 Performing Arts grants that have been awarded. She reported on the new policies/procedures for the twenty-nine performances that are scheduled for this season.

Dr. Leitzel asked Coach Rick Hitt, Athletic Director to report to the Board on the athletic season. Coach Hitt thanked the Board for the opportunity to address them and for the support given to continue the athletic program. Coach Hitt gave a brief overview of the cross-country and volleyball practice and season COVID-19 protocols that the college has in place. He reported that the dorms have been down sized at the Hotel Jacaranda. Coach Hitt stated he has personally spoken with each student athlete to inform them on the college's COVID-19 protocols and what is to be expected of them this season. He informed the Board of the sanitation stations at all the athletic facilities.

Mr. Bryan thanked Coach Hitt and team for all their work to prepare for the student athletes and their safety. Mr. Bryan asked how many students have chosen not to attend SFSC as an athlete this season due to COVID-19? Coach Hitt informed him that only three have not chosen to attend SFSC and that it was not COVID-19 related. Mr. Bryan asked about the protocols for visiting schools? Coach Hitt gave a brief overview of the protocol procedure. He stated that a protocol sheet is sent to visiting schools for travel games prior to leaving their schools.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments: full-time career service staff; resignations; and adjunct faculty 2020-21, academic year as needed.

(EXHIBIT "A")

5.2 Grant Awards

5.2.1 Duke Energy – Electrical Lineman Program

Duke Energy \$ 14,150

5.2.2 CARES Act Rapid Credentialing Grant Source

CARES Act \$ 292,096

5.3 Agreements and Contracts

5.3.1 Approved the renewal of the agreement between Highlands Regional Medical Center and South Florida State College Emergency Medical Technician program as presented.

(EXHIBIT "B")

5.3.2 Approved the renewal of the agreement between Highlands Regional Medical Center and South Florida State College Nursing program as presented.

(EXHIBIT "C")

5.3.3 Approved the renewal of the agreement between Highlands Regional Medical Center and South Florida State College Radiography program as presented.

(EXHIBIT "D")

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 June and July 2020.

(EXHIBIT "E")

5.4.2 Property Deletion

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

(EXHIBIT "F")

5.4.3 Donation – Advanced Manufacturing Equipment

Approved the donation of a lathe and mill/drill, with accessories, for use by the Advanced Manufacturing and Production Technology program and the CNC Machinist/Fabricator CCC as presented.

(EXHIBIT "G")

Mrs. Cullens made a motion, seconded by Mr. Backer, 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.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Information Item: Lease of Classroom Space From First United Methodist Church of Sebring

Mr. Little reported that the Adult Education program previously housed at the Teacherage in Sebring has been relocated to classrooms located at the First United Methodist Church (FUMC) of Sebring effective August 12. He informed the Board that the ownership of the Teacherage has been transferred from the SFSC Foundation, Inc. to the School Board of Highlands County. Mr. Little reported an annual lease agreement has been finalized for three classrooms at the rate of \$1,607.63 per month, with the provision that the agreement may be renewed up to five consecutive years with a Consumer Price Index not to exceed three percent. He stated that Mrs. Karlson, Board Attorney drafted the lease agreement and work closely with FUMC's attorney Mr. John McClure to finalize the agreement.

9.0 REPORTS

9.1 Financial Report

Mr. Little reported on the two sets of graphs and revenue and expenditure summaries compared to budgeted funds within the Operating Budget. He stated that one set shows the fiscal year for 2019-20 and the other for fiscal year 2020-21 year-to-date.

(EXHIBIT "H")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$45,174.50** from July 9 through August 11, 2020. Mrs. Bateman informed the Board that the Foundation has confirmed date/times for this year's fall events. She shared that the Foundation received a check from Mr. John Byrd, on behalf of The Optimist Club of Sebring in the amount of \$26,960.60 to be used in the General Scholarship Fund. Mrs. Bateman reported on the Randy Allwood Endowment. She gave a brief background on Mr. Allwood and how the endowment came to fruition. She informed the Board that after sharing Mr. Allwood's story with the Foundation's Executive Committee, Mr. Bill Jarrett mentioned that the Ford Family Foundation of Detroit, has a grant matching opportunity to support organizations or individuals who make

contributions on behalf of or in support of establishing assistance for students who want to pursue a career in the automotive industry. Mrs. Bateman stated this matching opportunity would take Mr. Allwood's scholarship from \$50,000 to \$100,000. She stated she will keep the Board informed as they move along in the process. Mrs. Bateman reported that the Sarasota Community Foundation contacted the SFSC Foundation about a partnership opportunity that they are working on in conjunction with the Aspen Institute. She shared the opportunity is to partner with existing colleges, who are currently receiving funds from the Edward K. Roberts Scholarship and share breakthrough ideas/collaborations that move children and their parents toward educational success and economic security. She stated it's a two-generation approach, called 2Gen Learning Community. In addition, participating colleges have a chance to apply for grant funding up to \$125,000 through the Aspen Institute to help with programming and support. She informed the Board that she and Dr. Valentine will be meeting virtually with the Sarasota Community Foundation on Aug. 28 to learn more. She reported that she and Mrs. Kuehnle presented to the Sebring Chamber last week via Zoom, sharing the Let's Go campaign, upcoming events, and how the college is managing through these uncertain times.

9.3 President's Report

Dr. Leitzel reported on the following items:

1. COVID-19 Update: Dr. Leitzel informed the Board that everyone is keeping positive during these uncertain times and with new protocols in place for the return of students to the college.
2. Announcements/Updates: Safety First: Dr. Leitzel shared the signs that are posted outside of the buildings requiring face coverings on campuses.
3. Fall Term: Dr. Leitzel informed the Board that Convocation was held virtually on Aug. 17 and shared some highlight clips. He thanked Mr. Wright for his participation in the Convocation videos. Dr. Leitzel announced first fall term began Friday, Aug. 21 and full classes (online and face-to-face) on Monday, Aug. 24. Dr. Leitzel highlighted the "Let's Go" campaign and stated that he has received positive feedback. He thanked Mrs. Kuehnle and her team for their work.
4. Fall Enrollment Update: Dr. Leitzel reported fall term (first day, 2019) compared to fall term (first day, 2020) enrollment down -0.65%, a difference of 19 students. He stated we are flat. Dr. Leitzel thanked Dr. Valentine and the Enrollment Committee for their hard work. Dr. Leitzel distributed a handout from Inside Higher Ed on enrollment. He reported that enrollment is expected to be down nationally due to technology (both devices and connectivity). He shared that the only hiccup on Aug. 24 was with Zoom that impacted the entire east coast of the U.S.
5. State Funding Budget Update: Dr. Leitzel reported the college adjusted for the 6% holdback to the budget. He informed the Board that the FCS is expecting an additional 2.5% holdback (SFSC +/- \$400,000). Dr. Leitzel stated that we are carefully watching enrollment and for additional stimulus money.
6. Jacaranda Residence Hall/Fall Sports Update: Dr. Leitzel announced SFSC is currently only housing volleyball and cross-country in the dorm including several distance athletes for softball and baseball. There are approximately six other dorm residents, but all have single dorm rooms. Strict protocols are in place to keep students safe as they return.
7. Highlighted Pinning Ceremonies: Dental Pinning, July 16; Radiography Pinning, July 29; and LPN Pinning, July 30.

8. Student Research News: Dr. Leitzel asked Dr. James Hawker to report to the Board on a recent research project success story. Dr. Hawker informed the Board that two students, Camila Rimoldi Ibanez and Kyria Wickham, have been published in the Journal of Interdisciplinary Research on their Honors research project based on the 1926 Hurricane and how it devastated the community of Moore Haven near Lake Okeechobee. The students presented this research project as a poster at the Florida Undergraduate Research Conference last February at Florida Gulf Coast University. Dr. Hawker stated that several professors from FGCU were interested in continuing the project and collaborating with SFSC.
9. TRiO Update: Dr. Leitzel regrettably informed the Board the federal funding for the TRiO program was not renewed. He gave a brief overview of the program and what SFSC has planned to continue to provide tutoring for students.
10. Announced SFSC was awarded the CARES Act: Rapid Credentialing grant in the amount of \$292,096, which will provide funding for short-term, in-demand, workforce/career and technical education (CTE) programs.
11. College News: Dr. van der Kaay informed the Board that he received the Florida College System IPEDS Reporting Year 2019-20 Graduation Rate Survey from the Florida Department of Education. Dr. van der Kaay reported the following information:
 - Category: 100% Graduation Rate – SFSC ranked #2 in state with 47.2% completion
 - Category: 150% Graduation Rate – SFSC ranked #1 in state with 65.3% completion
 - Category: 200% Graduation Rate – SFSC ranked #1 in state with 66% completionDr. van der Kaay stated that he will be adding the new data to the Core Indicators of Effectiveness.
12. SACSCOC Update: Dr. Leitzel distributed to the 2020 addition of the College Trustee Manual to the Board. He informed them that we are working through the SFSC Board Policies to make sure information is current and accurate. Dr. Leitzel discussed the following SACSCOC Principles the Board is required to uphold:
 - 4.2.d – Conflict of Interest – p. 13, resist every temptation and outside pressure to benefit the board member.
 - 4.2.f – External Influence – p. 12, protect the college from undue pressure on the institution.
13. Other News/Updates: Mr. Christensen reported SFSC is one of 119 colleges across the country contracted to provide distance learning training for active duty Sailors, Marines, and Coast Guardsmen through the U.S. Naval Community College. He stated the programs SFSC will make available to the USNCC will be Associate in Science degrees in Network Systems Technology, Health Services Management, Business Administration, and Accounting Technology. College Credit Certificates may be obtained in Network Security, Health Care Services, Business Management, and Accounting Applications. Other programs available will be the Bachelor of Science in Nursing and Bachelor of Applied Sciences in Supervision and Management.
14. Tiny House Project: Informed Board that SFSC provided a tiny home model to Ms. Leslie Behm with Hope Haven as she seeks funding for tiny homes for veterans and the homeless. Dr. Leitzel gave a brief background on the project. He thank Mr. Garrett Lee for his contributions to the model for Ms. Behm to present to prospective donors.
15. Warner University Articulation Agreement: Highlighted his campus visit/tour with Warner University as the articulation agreement in agriculture was signed.

16. Panther Emergency Student Aid Fund: Reported funds distributed to students to date totaled five hundred and seventy-four (574) students in the amount of \$530,914. He stated that eighty-two of the five hundred and seventy-four students were assisted twice.
17. Remembering George Perry Floyd: Dr. Leitzel presented a plan for future commemoration and retirement of George Floyd's jersey.

9.4 Board Attorney's Report

Mrs. Karlson stated no report. She informed the Board it was a pleasure to work with Mr. John McClure on the First United Methodist Church of Sebring lease agreement and the she enjoys working for the college and Board.

9.5 Board Members' Reports

Mrs. Puckorius stated no report.

Dr. Kirschner stated no report.

Mr. Backer thanked SFSC faculty, staff, and administration for all their work to prepare for the students to come back to campus.

Mr. Bryan thanked Mr. Wright and Dr. Leitzel for their kind words in the Convocation video. He thanked the Board for their support.

Mrs. Rider stated no report.

Mrs. Cullens stated no report.

9.6 Board Chair Report

Mr. Wright reported that he received a copy of an audit letter and participated in the entrance conference for the financial and federal financial aid audit.

Mr. Wright recognized Ms. Anastasia Saunders, SFSC Institutional Advancement & Alumni Development for her thanking the Board for the non-recurring salary supplement. He informed the Board that Ms. Kaylee Tuck won the primary and would possibly be attending a future DBOT meeting. Dr. Leitzel added that he distributed a one-page handout on the Collaborative and Realistic Educational Simulation (CARES) Center to the Board. Dr. Leitzel gave a brief overview of the handout, which will likely become our legislative special initiative request.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:25 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: SEPTEMBER 23, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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SUBJECT: REVIEW OF 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 Master Calendar

SEPTEMBER 2020	OCTOBER 2020	NOVEMBER 2020
<p>23 Board Meeting, 1 PM Highlands Campus</p> <p>30 – 10/3 ACCT Leadership Congress, Chicago (Virtual – TBA)</p>	<p>24 Foundation Legacy Showcase, Wildstein Center, 5:00 PM</p> <p>28 Board Meeting, 1 PM Highlands Campus</p>	<p>30 Jacaranda Jubilee, Hotel Jacaranda, 6:30 PM</p>
DECEMBER 2020	JANUARY 2021	FEBRUARY 2021
<p>9 Board Meeting, 1 PM Highlands Campus</p> <p>10 Foundation Christmas Luncheon, Hotel Jacaranda, 11:30 AM</p> <p>19 – Jan. 1 Winter Break</p>	<p>20 Board Meeting, 1 PM Highlands Campus</p>	<p>7-10 ACCT National Legislative Summit, Washington, DC</p>
MARCH 2021	APRIL 2021	MAY 2021
<p>15-19 Spring Break</p> <p>24 Board Meeting, 1 PM Highlands Campus</p>	<p>21 Board Meeting, 1 PM Highlands Campus</p>	<p>26 Budget Workshop, 10AM DeSoto Campus Board Meeting, 1 PM DeSoto Campus</p>
JUNE 2021	JULY 2021	AUGUST 2021
<p>23 Board Meeting, 1 PM Hardee Campus</p>	<p>14 Board Meeting, 1 PM Lake Placid Campus</p>	<p>TBD Board Meeting, 1 PM Lake Placid 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: SEPTEMBER 23, 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	21
5.2	Grant Awards	23
	5.2.1 Integrated English Literacy and Civics Education (IELCE) - \$30,900 – Hardee \$43,156 - Highlands	
	5.2.2 Adult General Education (AGE) - \$38,560 – Hardee \$206,223 – Highlands	
	5.2.3 Florida Farmworker Career Development Program - \$ 267, 824	
5.3	Agreements and Contracts	26
	5.3.1 Affiliation Agreement – Adventist Health Advent Health Systems/Sunbelt, Inc.	
	5.3.2 Affiliation Agreement – AdventHealth Polk North, Inc.	
	5.3.3 Affiliation Agreement – The City of Lakeland	
5.4	Operating Actions	29
	5.4.1 Monthly Accounts Payable & Payroll Check Register	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: SEPTEMBER 23, 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>
Robinson-Cooper, Carmen	Senior Accountant	09/01/20

II. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Warner, Erin	Purchasing Specialist	09/01/20

III. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Goulette, Susan	Administrative Assistant II, Criminal Justice	10/31/20
Lewis, Diane	Financial Aid Advisor	02/28/21

IV. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Bishop, Jacky	Staff Assistant II, Health Sciences	09/04/20

V. TERMINATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Carter Jr., Benjamin	Coordinator, Student Support Services*	08/31/20
Jensen, Shaila	Student Support Services Advisor/Office Manager*	08/31/20
Nicholas, Colin	Director, Student Support Service*	08/31/20

*Due to non-renewal of TRiO grant

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Burnett, Victoria	English	II
Ferrero, Sunny	Anatomy/Physiology/Microbiology	I
Gagnon, Shawn	English	II

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: SEPTEMBER 23, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION
(IELCE)

Title: Integrated English Literacy and Civics Education (IELCE)

Source: Florida Department of Education (FLDOE)

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

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

SUGGESTED MOTION:

Move to approve the grant awarded as presented.



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: SEPTEMBER 23, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – ADULT GENERAL EDUCATION (AGE)

Title: Adult General Education (AGE)
Source: Florida Department of Education (FLDOE)
Amount: \$38,560 - Hardee
\$206,223 - Highlands
Description: Funding has been awarded from FLDOE to continue offering Adult Basic Education (ABE) and General Educational Development (GED) courses for students 16 and older in Hardee and Highlands counties.

SUGGESTED MOTION:

Move to approve the grant awarded as presented.



OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: SEPTEMBER 23, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – FLORIDA FARMWORKER CAREER DEVELOPMENT
PROGRAM

Title: Florida Farmworker Career Development Program
Source: Florida Department of Education (FLDOE)
Amount: \$267, 824
Description: Funding has been awarded 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.

SUGGESTED MOTION:

Move to approve the grant awarded as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: SEPTEMBER 23, 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: AFFILIATION AGREEMENT – ADVENTIST HEALTH SYSTEM/SUNBELT, INC.

Approval is requested to **renew** a master affiliation agreement between Adventist Health System/Sunbelt, Inc. (d.b.a. Advent Health Sebring, Advent Health Lake Placid, and Advent Health Wauchula) and South Florida State College for the purpose of providing clinical rotations in the following programs: Nursing and Radiography. This contract renews annually.

SUGGESTED MOTION:

Move to approve the renewal of the agreement between Adventist Health Advent Health Systems/Sunbelt, Inc. and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: SEPTEMBER 23, 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: AFFILIATION AGREEMENT – ADVENTHEALTH POLK NORTH, INC

Approval is requested to enter into a **new** affiliation agreement between AdventHealth Polk North, Inc. and South Florida State College for the purpose of providing clinical rotations in the following programs: EMT/Paramedic. This contract renews annually.

SUGGESTED MOTION:

Move to approve the new agreement between AdventHealth Polk North, Inc. and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: SEPTEMBER 23, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – THE CITY OF LAKELAND

Approval is requested to enter into a **new** affiliation agreement between The City of Lakeland (Fire and Rescue Division) and South Florida State College for the purpose of providing clinical rotations in the following programs: EMT and Paramedic. This contract renews annually.

SUGGESTED MOTION:

Move to approve the new agreement between The City of Lakeland and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: SEPTEMBER 23, 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 August are 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 check register as presented.

Accounts Payable:								
	2020/2021 Checks		2020/2021 Electronic		2020/2021 P-Card		2020/2021 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	589	\$821,612.60	85	\$1,088,340.58	279	\$116,793.62	953	\$2,026,746.80
August	256	\$479,865.33	57	\$788,468.58	432	\$196,630.20	745	\$1,464,964.11
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
Totals	845	\$1,301,477.93	142	\$1,876,809.16	711	\$313,423.82	1698	\$3,491,710.91

Payroll:						
	2020/2021 Checks		2020/2021 Electronic		2020/2021 Totals	
	No.	Amount	No.	Amount	No.	Amount
July	7	\$13,769.29	453	\$926,818.00	460	\$940,587.29
August	11	\$29,104.84	363	\$1,017,720.27	374	\$1,046,825.11
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Totals	18	\$42,874.13	816	\$1,944,538.27	834	\$1,987,412.40

Accounts Payable:

	2019/20				2020/21		
	# Payments	Monthly Total	Cumulative Total		# Payments	Monthly Total	Cumulative Total
July	1,184	\$1,922,191.43	\$1,922,191.43		953	\$2,026,746.80	\$2,026,746.80
August	907	\$1,626,557.03	\$3,548,748.46		745	\$1,464,964.11	\$3,491,710.91
September	2,050	\$2,677,106.78	\$6,225,855.24				
October	1,239	\$1,483,299.65	\$7,709,154.89				
November	1,421	\$2,094,514.05	\$9,803,668.94				
December	1,111	\$1,582,077.65	\$11,385,746.59				
January	842	\$1,974,312.89	\$13,360,059.48				
February	2,398	\$3,242,411.14	\$16,602,470.62				
March	1,194	\$1,986,544.06	\$18,589,014.68				
April	510	\$1,294,286.38	\$19,883,301.06				
May	1,015	\$1,566,229.91	\$21,449,530.97				
June	1,120	\$2,038,322.31	\$23,487,853.28				
Totals	14,991	\$23,487,853.28			1,698	\$3,491,710.91	

Payroll:

	2019/20				2020/21		
	# Payments	Monthly Total	Cumulative Total		# Payments	Monthly Total	Cumulative Total
July	528	\$928,308.96	\$928,308.96		460	\$940,587.29	\$940,587.29
August	418	\$84,471.65	\$1,812,780.61		374	\$1,046,825.11	\$1,987,412.40
September	440	\$21,904.97	\$2,734,685.58				
October	480	\$943,995.77	\$3,678,681.35				
November	496	\$1,153,527.16	\$4,832,208.51				
December	489	\$967,870.33	\$5,800,078.84				
January	439	\$895,913.55	\$6,695,992.39				
February	485	\$962,842.07	\$7,658,834.46				
March	508	\$975,231.38	\$8,634,065.84				
April	466	\$942,937.92	\$9,577,003.76				
May	429	\$932,757.93	\$10,509,761.69				
June	365	\$889,438.46	\$11,399,200.15				
Totals	5543	\$11,399,200.15			834	\$1,987,412.40	

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: SEPTEMBER 23, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TEXTBOOK AND INSTRUCTIONAL MATERIALS AFFORDABILITY

1004.85, F.S. (Textbook and Instructional Materials Affordability) was amended during the 2016 Legislative Session to require posting of the local cost and identifying information of at least 95% of all textbooks and instructional materials required and recommended for each scheduled class at least 45 days prior to the start of each upcoming term. Follett, our bookstore partner, has worked closely with our faculty and staff to ensure compliance with this requirement.

Additionally, the amendment requires each college to review variances in the cost of textbooks and instructional materials required for each course by course section and the percentage of textbooks and instructional materials that remain in use for more than one term (can be used or resold by the student) and to share the results with academic department chairs and program staff for review. The goal is to reduce the cost of required textbooks and instructional materials per course section.

The following was determined during the examination of textbooks and instructional materials for all general education courses offered during FY 2020:

- Each department chair is integrally involved in the textbook and instructional materials adoption process for each course.
- 248 of 1,876 course sections were not adopted before the deadline, equating to a 87% compliance percentage. Summer 2019 had a compliance percentage of 23%, Fall 2019 had a compliance percentage of 98%, and Spring 2020 had a compliance percentage of 95%.
- South Florida State College (SFSC) adheres to internal Procedure No. 4041, which dictates use of adopted textbooks and instructional materials for a period of at least three years or until the edition changes, whichever occurs first.

- SFSC utilizes four cost recognized cost reducing efforts, as follows:
 - Open Educational Resources
 - Textbook Affordability Committees
 - Textbook Rentals
 - Offer Programs with no Textbook Costs
- SFSC considers the following factors when selecting materials:
 - Purchasing digital textbooks in bulk
 - Expanding the use of open-access material
 - Providing rental options for textbooks and related materials
 - Increasing the availability and use of affordable digital textbooks and learning objects
 - Developing mechanisms to assist in buying, renting, selling, and sharing textbooks
 - The length of time that textbooks and instructional materials remain in use.
- The SFSC Foundation has provided Innovation Grant funding to faculty members for review of OER materials that may be utilized in the classroom for a greater cost-savings to students.
- SFSC utilized open educational resources as instructional material in 5.06% of all FY20 course sections.

SUGGESTED MOTION:

Move to approve the report of Textbook and Instructional Materials Affordability as required by 1004.84 F.S., as presented.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: SEPTEMBER 23, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

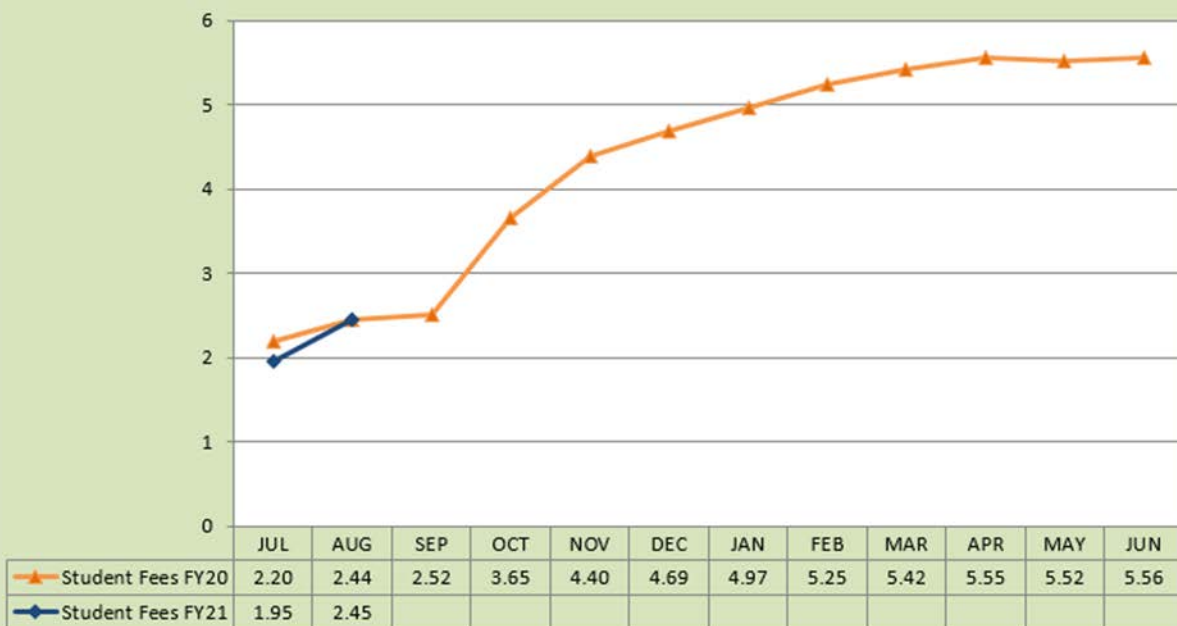
FROM: THOMAS C. LEITZEL

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

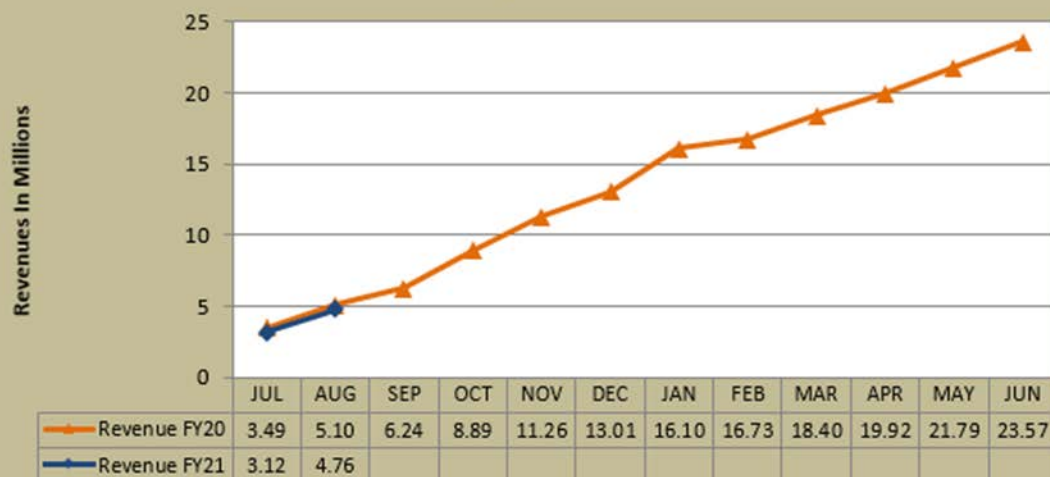
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Enclosed for your review are the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget for FY2020-21 year-to-date.

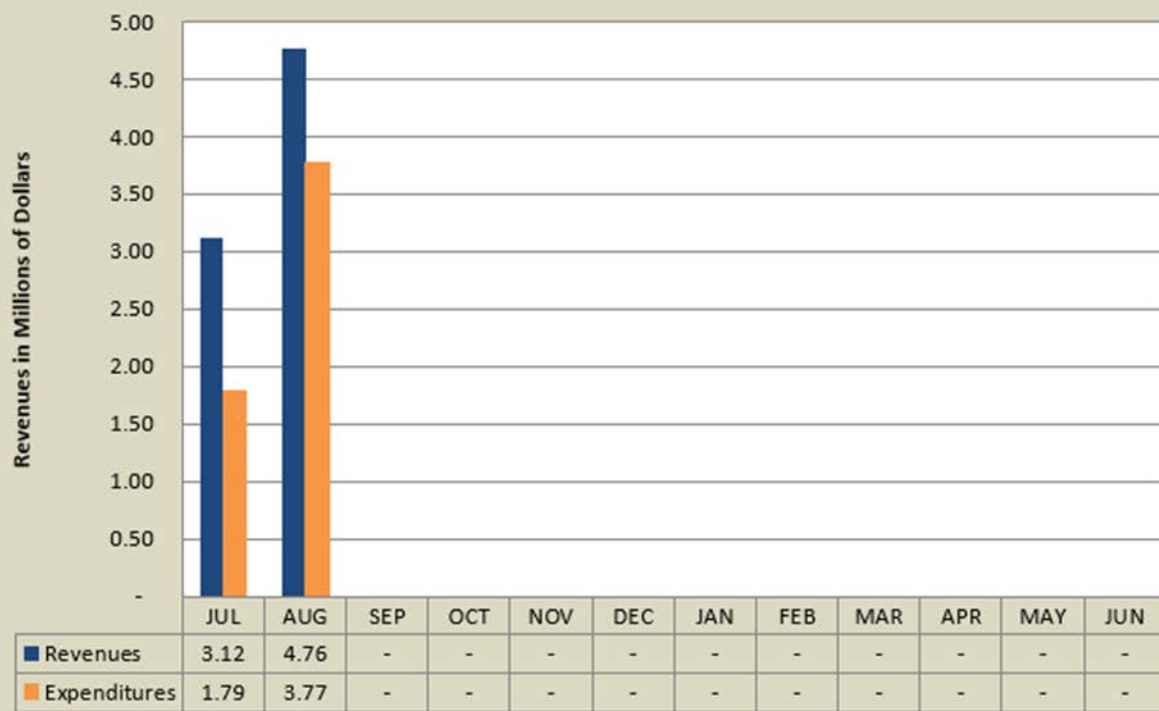
**South Florida State College
Fund 1 Student Fee Revenue, FY 20 vs FY 21**



South Florida State College Fund 1 Total Revenue, FY 20 vs FY 21



South Florida State College Fund 1 Total Revenues & Expenditures FY 21



South Florida State College					
Revenue and Expenditures for Fund 1					
For Month Ended August 31, 2020					
Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/ Spent to Date
401-403XX	Tuition and Out of State Fees	4,082,914.00	2,072,418.37	2,010,495.63	50.76%
404XX	Lab Fees	568,650.00	246,071.25	322,578.75	43.27%
408XX	Technology Fees	178,367.00	80,470.91	97,896.09	45.12%
405-407XX, 409XX	Other Student Fees	109,767.00	47,550.12	62,216.88	43.32%
416XX	Grants and Contracts from Counties	786,090.00		786,090.00	0.00%
42110	FCSPF-General Revenue	14,038,184.00	2,199,314.00	11,838,870.00	15.67%
4215X	Performance Based Incentive	540,827.00	58,880.00	481,947.00	10.89%
42210	CO&DS Entitlement	1,100.00		1,100.00	0.00%
42610	FCSPF-Lottery	2,422,780.00		2,422,780.00	0.00%
429XX, 439XX	Indirect Costs Recovered	385,750.00	9,807.44	375,942.56	2.54%
441-44400	Cash/Non-Cash Contributions and Gifts	14,000.00		14,000.00	0.00%
46400	Use of College Facilities	50,000.00	6,944.16	43,055.84	13.89%
466XX, 467XX	Other Sales and Services	60,000.00	3,659.27	56,340.73	6.10%
48100	Interest and Dividends	10,000.00	1,012.76	8,987.24	10.13%
487XX, 489XX	Fines and Penalties/Miscellaneous	121,327.00	24,406.12	96,920.88	20.12%
49XXX	Transfers and Other Revenues	500,000.00	5,711.01	494,288.99	1.14%
	Total Revenue	\$ 23,869,756.00	\$ 4,756,245.41	\$ 19,113,510.59	19.93%
51XXX	Management	1,860,392.00	309,448.17	1,550,943.83	16.63%
52XXX	Instructional	4,850,240.00	493,912.36	4,356,327.64	10.18%
53XXX	Other Professional	2,667,404.00	474,770.89	2,192,633.11	17.80%
54XXX	Career Staff	2,330,822.00	379,067.54	1,951,754.46	16.26%
56XXX	Other Professional-Instructional	1,333,240.00	93,270.86	1,239,969.14	7.00%
57XXX	Other Professional-Tech/Clerical/Trade	150,222.00	7,492.32	142,729.68	4.99%
58XXX	Student Employment	25,000.00	-	25,000.00	0.00%
585XX	Employees Awards	225,145.00	209,653.50	15,491.50	93.12%
59XXX	Benefits	5,071,874.00	633,438.24	4,438,435.76	12.49%
	Total Personnel	\$ 18,514,339.00	\$ 2,601,053.88	\$ 15,913,285.12	14.05%
605XX	Travel	277,025.00	3,207.92	273,817.08	1.16%
61000	Freight and Postage	21,400.00	2,175.85	19,224.15	10.17%
615XX	Telecommunications	62,000.00	6,039.68	55,960.32	9.74%
62000	Printing	44,384.00	612.13	43,771.87	1.38%
625XX	Repairs and Maintenance	1,223,515.00	285,427.03	938,087.97	23.33%
63000	Rentals	167,956.00	4,470.65	163,485.35	2.66%
635XX, 637XX	Insurance	545,433.00	424,626.00	120,807.00	77.85%
640XX	Utilities	1,650,235.00	213,771.77	1,436,463.23	12.95%
645XX	Other Services	779,115.00	84,690.89	694,424.11	10.87%
64700	Grant Aid	4,280.00	619.00	3,661.00	14.46%
650XX	Professional Fees	104,995.00	1,566.69	103,428.31	1.49%
655XX	Education Office/Dept Material Supp	629,582.00	81,030.48	548,551.52	12.87%
657XX	Data Software	34,490.00	5,581.18	28,908.82	16.18%
66000	Maint/Construction Material/Supp	402,500.00	26,807.17	375,692.83	6.66%
665XX	Other Materials and Supplies	93,925.00	5,926.02	87,998.98	6.31%
670XX	Subscriptions/Library	58,200.00	9,945.64	48,254.36	17.09%
675XX	Purchases for Resale	41,100.00	4,151.31	36,948.69	10.10%
680XX	Scholarships	45,000.00	9,348.00	35,652.00	20.77%
69XXX	Transfers and Other Expenses	125,000.00	-	125,000.00	0.00%
	Total Current Expenses	\$ 6,310,135.00	\$ 1,169,997.41	\$ 5,140,137.59	18.54%
706XX	Minor Equipment >1000<5000	45,000.00	2,801.66	42,198.34	6.23%
71000	Furniture and Equipment	30,000.00		30,000.00	
	Total Capital Outlay	\$ 75,000.00	\$ 2,801.66	\$ 72,198.34	3.74%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: SEPTEMBER 23, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: 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 August 2020 meeting of the College District Board of Trustees. The included dates are August 12, 2020 to September 8, 2020. The total amount reported is **\$75,265.00**.

II. Foundation Update

A. Hotel Jacaranda Planning Committee

South Florida State College Foundation
Gift Summary Report 8/12/2020 - 9/8/2020

Fund #	Fund Description	# Gifts	Cash	Pledges	GIK	Total
1000	Unrestricted	15	\$226.00	\$0.00	\$96.00	\$322.00
5011	SFSC General Scholarship	7	\$6,230.50	\$0.00	\$0.00	\$6,230.50
5025	General Nursing Scholarship	2	\$12,162.50	\$0.00	\$0.00	\$12,162.50
5031	SFSC Community Fund	2	\$10.50	\$0.00	\$0.00	\$10.50
5032	SFSC Library Donations	2	\$32.00	\$0.00	\$0.00	\$32.00
5045	Athletic Booster Club	3	\$30.50	\$0.00	\$0.00	\$30.50
5095	Dental Programs	4	\$1,525.00	\$0.00	\$518.00	\$2,043.00
5110	Highlands County Bar Association S'ship	2	\$75.00	\$0.00	\$0.00	\$75.00
5128	Helios Education Fdt. First Generation	1	\$3,792.00	\$0.00	\$0.00	\$3,792.00
5158	TSIC Scholarships	7	\$90.00	\$0.00	\$0.00	\$90.00
6005	Partnership Project	10	\$1,427.00	\$0.00	\$0.00	\$1,427.00
6011	Kenneth A. Lambert Memorial Endowment	1	\$500.00	\$0.00	\$0.00	\$500.00
6012	Randy Allwood	3	\$48,550.00	\$0.00	\$0.00	\$48,550.00
Grand Totals:		59	\$74,651.00	\$0.00	\$614.00	\$75,265.00
59 Gift(s) listed						
49 Donor(s) listed						



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: SEPTEMBER 23, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT

Proposals in Development

Title: Health Sciences Instructional Technology and Community Health Initiatives

Source: Highlands County Health Services

Amount: TBD

Description: Funding will be requested from Highlands County Health Services for educational technology and professional development

Title: Retired and Senior Volunteer Program (R.S.V.P.)

Source: Corporation for National and Community Service

Amount: \$52,034

Description: Funding will be requested to continue the R.S.V.P. grant in the 2020-2021 academic year. R.S.V.P. actively engages senior adults throughout Highlands County in meaningful volunteerism to support local non-profit organizations and improve quality of life for local elderly and high-need residents.